

Write a winning CV

A good CV is your chance to demonstrate your skills and experience to an employer for an apprenticeship, work experience or part time job. Also use it as the basis for a college or sixth form application.

Don't worry about what you haven't done, focus on how to make your experiences relevant.

Go back to your CV before you have an interview to remind yourself of your skills and experience.

Your Skills

Think carefully about the things you do at home, school and in your spare time – they are all helping you to develop skills and experience. Here are some examples:

| Experience/Interest | Skills and relevance |
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| Babysitting | Patience, responsibility, reliability, communication skills, insight into child care as a career. |
| Computer games | IT skills, problem solving, team work. Very relevant to a career or course in IT. |
| YouTube/TikTok/Instagram/Social Media | Think about how you use social media – it can be very relevant to your future plans and is a good way to learn or develop skills. Interested in hair and makeup - watch online tutorials. Want to work in media - upload videos and analyse what works or doesn't work in the ones you watch. Like cooking - follow new recipes. Want to get into journalism - start a blog. Interested in construction or engineering - learn new skills. |
| TV/Netflix/Films | Think about what you watch and why. Want to work with animals? Watch nature documentaries. Interested in law? Watch what happens inside Parliament or law courts. Interested in travel and hospitality – there are lots of travel and cooking documentaries and competitions. |
| Spending time with friends and family | All employers and colleges want people with communication skills who can work with other people. Are you good at listening to others, giving advice, sorting out disagreements, coming up with ideas for things to do, organising plans? |
| Caring for family | This shows that you are caring, can take responsibility and have practical and organisational skills. |
| Sport | Playing sport shows you have energy, can work in a team; have commitment and time management skills. |

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| Music | Playing an instrument or singing shows commitment; say if you have lessons, are self-taught, what sort of music you play and listen to. |
| Fixing your bike/car/DIY | If you want a practical job like construction or engineering say what tools and equipment you can use. Can you do basic maintenance on your bike – mend a puncture, fix a broken chain. Have you helped with decorating or gardening? |
| Fashion and beauty | If you want to work in fashion, beauty or hairdressing, do you experiment with your own looks? Do hair and makeup on family and friends? Watch relevant videos and TV programmes? |

Starting your CV

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| email address | Think about your email address – does it sound professional? If not, create a new one and make sure you remember your password and check your email regularly, including your Spam folder. |
| Personal Profile | The first paragraph should be short and snappy, it does not have to be proper sentences but should sum up your skills relevant to the career area you want and say what you are applying for. |
| Key Skills | Pick out relevant key skills and explain how you have developed them. Try not to repeat what is in the Personal Profile. Have at least 3 but no more than 5. See the Your Skills box above for ideas. |
| Qualifications | See the example CV. Make sure you include the year you would have taken your GCSEs and put your predicted grades. You can put your actual grades in when you get them. |
| Experience | Employers will understand that work experience was cancelled this year. Say what you were planning to do and why and what you hoped to learn from it. Add other relevant things you do and what you did during lockdown – online learning, reading, babysitting, caring for family, housework, cooking, DIY, part time work including paper round, gardening, fixing your bike, computer games, watching films – see examples in the Your Skills box. If you have done work experience, include details of what you did and the skills it developed. Do the same if you have a part time job. |
| Further Information | Use this section to talk about your interests and things you enjoy doing and why. This could include watching films, video games, social media, socialising, travel, fashion, hair and makeup, DIY, sport, music, positions of responsibility, travel, GYAP, fundraising, community party, dance, drama. |
| References | Put contact details for two referees. One should be from school. For the second think about anyone you have worked for, your sports coach, dance teacher, a family friend – but not a relative. |

Use these links for more tips

https://www.youtube.com/watch?v=MDSuviju_Yo

<https://app.startprofile.com/article/13/cv-guide> you need to create an account at startprofile.com – you just need an email address

<https://www.youtube.com/watch?v=-QikSuQAXbA>

https://www.youtube.com/watch?v=uG_LKVJjuAc

<https://www.cv-library.co.uk/career-advice/cv/cv-templates/school-leaver-cv/>

<https://successatschool.org/advisedetails/200/Skill-Up:-My-First-CV-Template>

https://www.youtube.com/watch?v=uG_LKVJjuAc&t=538s