

# Guide for Year 11 CV Writing

- 1) **Your CV will be used in the Mock Interview session** in November.
  - The information you include will be read by employers and they may ask you to explain more about anything you have written.
  - Make sure you present yourself in the best way possible!
  - This will be valuable in the future as you can use this CV to apply for part-time jobs and it could form a basis for any apprenticeship applications.
- 2) **There are EXAMPLE CVs** for School Leavers on the X-drive and also in this Guide.
  - These are real examples written by ex-Warwick students and they cover a RANGE of different types of student with different interests and abilities.
  - We've tried to give you some ideas about what you could say about yourself.
  - *DO NOT COPY ANY OF THEIR INFORMATION!!*
- 3) **There is a CV template** on the X-drive for you to SAVE into your own user space and fill in. Delete the yellow instructions as you work your way through.
- 4) **There's a couple of HELP SHEETS including FAQs** to help you think what to put in the CV on the X-drive and in this Guide.
- 5) **Try to keep it on a single A4** but its OK if it does go onto a second page – just be sensible about where the page-break comes (keep titles and headings connected to the relevant text!)
- 6) **PROOF READ your CV** for spelling and grammar, and punctuation. Or better still, swap with a neighbour and proof read each other's one. Make any alterations needed.
- 7) **Print a copy** before the end of the lesson, even if you don't feel finished, and give this in.
- 8) **Email a copy to yourself**, to your personal email account perhaps, and/or to your parents email, so that you can access this document in the future to up-date it as you move through your college years and into your work life.
- 9) **If you'd like to continue working on it that's fine**, once we have a paper copy you can work on the electronic copy in your own time if you want to. You can bring us the up-dated version or email it to [pce@warwick.surrey.sch.uk](mailto:pce@warwick.surrey.sch.uk) –make a note on the paper copy of your CV if you intend to continue improving it.
- 10) Mrs Pearce or Mrs Loughran will be visiting you during the sessions to provide support and answer any questions that come up.

***Happy CV Writing!***

# CV Writing – Frequently asked questions

## ***I don't know what I want to do as a career in the future – what do I include in my personal profile?***

Mention what you are applying to study at College, mention what subjects you like at school or what are your favourite hobbies/activities that you like to do outside of school. Take a look at the Example CVs for some inspiration.

## ***I don't have any hobbies or interests – what do I write?***

What do you spend your time doing outside of school? Do you like watching a particular type of film? Do you enjoy listening to music – if so what type and have you been to any recent concerts/gigs? Do you enjoy gaming – if so what games are your favourite and why? Do you game on-line? This provides evidence of communication. Do you enjoy socialising? Think about how this can demonstrate that you are a team player. Do you help around the house or maybe babysit younger members of your family? Think about how this demonstrates responsibility and reliability.

## ***I don't have anything to demonstrate employability skills – what do I write?***

Think about what you do at school in your lessons – giving presentations in class/assembly shows communication skills. Planning your work, for example for revision for exams, shows organisational skills. Helping out at Open Evenings shows community responsibility and reliability.

## ***What grades do I put for my GCSEs?***

Don't put anything at this stage – just write the subjects themselves and you can return to complete this section at a future point.

# Some examples of how you could demonstrate your skills

## ***Teamwork***

I went on a school trip. We worked in teams and had to give a presentation at the end of the trip. Working together we realised each other's strengths and used these to our advantage in the presentation.

## ***Teamwork and ability to work under pressure***

I had to chair a club meeting at the last minute and although I knew how the meetings were run I had not been in the position of chairing a meeting before. Having to fill in at the last minute has taught me how to deal with problems on the spot and how to cope under pressure.

## ***Leadership***

When my mum had an operation I took charge of running things at home because I am the eldest. I drew up a rota for my brother and sister to do the cleaning and shopping while I did the cooking.

## ***Organisation***

In August last year I organised a trip to the Lake District for my school walking club. This involved booking train tickets for 10 people, finding a hotel and arranging our group travel insurance.

## ***Organisation, responsibility, design and budgeting***

I have helped to organise the school production for the last 2 years. I took responsibility for designing the tickets, getting them printed and selling them through the school office.

## ***Numeracy, reliability, honesty***

At school I was given responsibility for collecting the money from our sponsored fun run. I had to record who had paid, the amounts, and bank money in the school safe at the end of every day.

## ***Numeracy, responsibility, customer care***

I worked in the corner newspaper shop on Saturdays. I had to calculate the correct paper bills and make sure I gave customers the correct change.

## ***Communication, customer care***

My Saturday job as a receptionist in a hair salon has helped to improve my listening, speaking and telephone skills.

## ***Reliability, timekeeping***

I have had a part-time paper round for the last two years. I needed to be up early and out in all weathers.

## ***Practical, technical and creative skills***

I developed a number of practical and design skills using tools and equipment when I was studying for a GCSE in Resistant Materials.

## ***Problem solving, using initiative, being resourceful and IT skills***

When my computer started running slowly I rang a helpline and found out how to fix it by downloading free software from the internet. I was able to fix the problem by following the instructions carefully.

## ***Listening skills, organisation***

I volunteer at the local old people's club on Wednesday nights. I help run the activities and some club members like to sit and talk or play games like bingo.

## ***Listening skills, customer care***

I have to deal tactfully with customers who have a complaint about products when I work at the supermarket. I listen carefully and show that I understand why they are upset.

## ***Organisation, planning, coaching***

Last summer I worked on a local play scheme offering sporting and craft activities for children between seven and eleven years old. I gained experience in planning and running the activities and in teaching children how to do new things.

# Name School Leaver Example 1

House number and street

Town • County • Post Code

01234 900621 • 07795 000 000 • name@mail.com

## Personal statement

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I am hard working student and I find it very easy to get on with people. I am good at meeting new people and working as a team. At College I would like to study Health & Social Care and following this study to be a nurse working in A&E or with terminally ill children.

## Skills & Experience

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**Teamwork** Recently I attended a PGL adventure course where I had to work together with other people on various activities and challenges. I also am involved with lots of teamwork challenges at my cadets.

**Reliability** I always make sure that I am on time to appointments and to work and I have a high attendance record at school.

**Communication** I am a good listener and feel that I can understand other peoples' point of view. I was able to demonstrate this in the hair salon during my recent work experience.

**Organisation** I am good at planning ahead and make sure that I foresee any problems. I have quite a long journey to school each morning and make sure that I am organised to get to school on time.

**Responsibility** I have the responsibility of looking after a 12-week old German Shepherd dog which includes walking, feeding, playing and washing it. During my recent work experience at a hair salon I was given responsibility of keeping the salon clean and tidy and looking after clients with refreshments and magazines.

## Education

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School Name: The Warwick School, Redhill

*(2012 - 2017)*

Maths

English Literature

Information Technology

Double Science

Geography

Catering BTEC

English Language

Business Studies

Physical Education

## Hobbies, Interests & Achievements

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- Work experience in a local hair salon
- Boxing
- Army cadets

# Name School Leaver Example 2

House number and street  
Town • County • Post Code  
01234 900621 • 07795 000 000 • name@mail.com

## Personal statement

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I am an organised, hardworking student, who enjoys meeting and working with different people. I have been appointed to be a Prefect and Mentor at school which shows that I am a keen and reliable student to work with, and I will always strive to be my best. I am committed to all tasks, which I will complete to a high standard with a positive attitude. I would like my future career to be in childcare and have recently carried out work experience at a local primary school.

## Skills & Experience

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**Teamwork** I enjoy working with the other prefects at school, and also work in a team with other people at my dance school during the routines that we perform.

**Reliability** I am very reliable as shown by the fact that I have been appointed Prefect and Mentor for the new Year 7s joining the school and am committed to all tasks with a positive attitude.

**Communication** I am an organised, friendly and outgoing person who gets along with people of all ages well. I was able to demonstrate this during my recent work experience at Furzefield Primary School, and also when I helped younger children at my dance school put together a dance performance.

**Organisation** I am a very organised person as demonstrated in the timetables that I created in preparation for my forthcoming exams.

**Responsibility** I sometimes work for my Auntie who has her own private cleaning company. She has given me the responsibility of making sure that I carry out the work to a high standard. I have also been given the responsibility of helping with reading, writing and story-telling in a local Primary School during a week of work experience.

## Education

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School Name: The Warwick School, Redhill

(2012 - 2017)

Maths	English Literature	Information Technology
Double Science	Geography	Catering BTEC
English Language	Business Studies	Physical Education

## Hobbies, Interests & Achievements

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### Employment/Work Experience/Volunteering

- 1 week at Furzefield Primary School
- Regular babysitting work for family friends and family
- Volunteering at my local dance school by helping with younger age groups.
- School Prefect and Year 7 Mentor

### Hobbies/interests

- All types of dancing

# Name School Leaver Example 3

House number and street

Town • County • Post Code

01234 900621 • 07795 000 000 • name@mail.com

## Personal statement

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I am a hardworking, self-motivated individual who has just completed GCSEs. I have an excellent attendance and punctuality record throughout my school life and communicate well with others. I also enjoy travelling and visiting new places while getting to experience different cultures. I would like to eventually gain experience in the travel and tourism industry as an air hostess with an aim to progressing further in the travel industry.

## Skills & Experience

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### Teamwork

I am positive team player and like to help others. I was a part of the netball team at my school. This involved working as a team towards a shared goal. It required having commitment, communication, listening and co-operation skills. At the Warwick School I was a senior prefect, this involved leading a prefect team and insuring that everyone was working according to the school guidelines.

### Reliability

I maintained excellent attendance and punctuality records during my years at school.

### Communication

I was a peer mentor; this required effective listening and communication skills to support mentees with individual issues.

### Organisation

I was Sports Captain at school which involved organising different training sessions for the younger students. I had to ensure that the coaching I provided was suitable for all the students and had to make sure that I came to the training session with all the right equipment for example netballs, bibs, whistle and stopwatch. Being a senior prefect I had to organise my prefect team to make sure that they were allocated appropriately to support the rest of the school. I have also had to organise my GCSE workload to accommodate with other extra-curricular commitments.

### Responsibility

Part of being Sports Captain was that it enabled me to motivate other students to become involved in sports and organise different events within the extra curriculum activities for example netball matches and training. I volunteered at the Beavers 2nd Reigate (Earlswood) group. At my time there I supported and assisted 6-8 year olds to achieve their various badges. It involved having good communication and organisations skills as well as having the ability to motivate and encourage young people to have new experiences.

## Education

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School Name: The Warwick School, Redhill

(2012 - 2017)

Maths

English Literature

Information Technology

Double Science

Geography

Catering BTEC

English Language

Business Studies

Physical Education

## Hobbies, Interests & Achievements

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### Employment/Work Experience/Volunteering

- Volunteering – Beavers 2<sup>nd</sup> Reigate, Earlswood group (September 2013-December 2014)
- Senior Prefect, Sports Captain and Peer Mentor at The Warwick School
  
- **Hobbies/interests**
- Duke of Edinburgh Bronze Award
- I enjoy swimming and have been member of a club for 6 years which has included participating in galas.

# Name School Leaver Example 4

House number and street  
Town • County • Post Code  
01234 900621 • 07795 000 000 • name@mail.com

## Personal statement

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I am a punctual hard working person. I have great ambitions to do well and get a job done. I am a reliable team member and enjoy both active hobbies as well as creative. In the future I would like to join the Royal Marines and believe that the experience that I have had of team working and leadership will help me achieve this.

## Skills & Experience

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**Teamwork** I work in a team with the other prefects at school, at army cadets and as part of a local football team. I enjoy team-working and never falter at a difficult task and push to get it done. For example, when I was on a training exercise with the cadets it was cold, wet and dark, we still had a few miles to go before we could set up camp and when everyone else's spirits were down I encouraged them to push on.

**Reliability** I play in defence for my football team and they rely on me to make sure that the opposition does not score any goals. Also in my role as school prefect I am relied upon to make sure that I am always present to carry out my duties.

**Communication** I enjoy communicating in a team situation such as when I play for my local football team. I also play the guitar and enjoy performing in front of family and friends.

**Organisation** For school and other activities that I am involved in I always make sure that I have all the equipment that I need the night before so that I can be organised in the morning and not forget anything.

**Responsibility** At my local cadets I have achieved the rank of Lance Corporal and this means that I have lots of responsibilities such as teaching the younger cadets and looking after them when we go on exercises.

## Education

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School Name: The Warwick School, Redhill

*(2012 - 2017)*

Maths

English Literature

Information Technology

Double Science

Geography

Catering BTEC

English Language

Business Studies

Physical Education

## Hobbies, Interests & Achievements

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- Reigate Army Cadet Force – rank of Lance Corporal
- Duke of Edinburgh Bronze
- School Prefect
- Rotary Youth Leadership Award
- Playing the guitar
- Playing football for a local team