**CURRICULUM VITAE**

**Name**

**Address**

**Phone/mobile**

**Email**

**Intro statement**

**Key Skills and Experience**

**Education**

**Qualifications**

**Experience of work**

**Interests, hobbies, sports**

**References**

**HOW TO PREPARE A CV**

**Intro statement** should explain very clearly what you are looking for (the type of work/career) and, briefly, why you feel you are suited to it. If you are sending your CV in response to an advertised job or apprenticeship vacancy, it should relate closely to the type of work/training on offer. It would be worth keeping several different versions of your CV if you are applying for different types of work/training and make sure you always send the correct version related to the type of work on offer.

**Key Skills and Experience** – list the main skills required for the type of work you are applying for, and then give a brief example of how you acquired these skills

**Education** – is where you went to school, usually starting with secondary upwards. Name of school, town/city and the dates you were there – usually you can just say, for example,.’2017 – 2022’ or ‘2017 to present’

**Qualifications** – the exams you have taken and passed, and the exams you are due to take. You need to say the subject you studied, what sort of exam (GCSE, A level, BTEC) when you took them (month and year will do), the grade you got, OR the grade your school has predicted for you (and be clear if it is actual or predicted). You don’t have to list every exam you have taken, but you should list English and Maths and science/IT/technology if any of those are asked for or relevant to the job you are applying for. You must be truthful and accurate in the information you put.

**Experience of work** – any work, including volunteering, work experience from school you have done or are doing which shows you have employability skills. Give dates, type of work, name of employer, and list relevant skills developed.

**Interests, hobbies, sports** – use this to give a bit more information (than in your intro statement) about what you are interested in, your ambitions for the future, hobbies or interests or sports you are committed to which have given you some useful skills and helped you develop useful qualities.

**Reference** – put the names and contact details of two people who know you well and would be able to give you a reference. They cannot be related to you. If you list someone as your referee you should ask their permission first.

Keep your CV to one/two sides maximum.

Update your CV whenever information changes, eg once you have your actual GCSE results, replace the predicted grades with the actual grades. Add in any work experience or part time work you obtain.

Always check your CV before you print it off or email it to an employer to check that it is appropriate for the job you are applying for.

Make sure your contact details are correct and up to date.