**Make a copy of this document to create your own CV. Make sure you save it in your own drive / folder.**

**Name**

Address

Contact Number (check your voicemail message is OK!)

Email address (not funny/rude!)

**Personal Profile**

About 4 or 5 lines about yourself describing your personal qualities and strengths. This section can be altered for particular jobs. Complete this section last to give you time to think about it!

**Education and Qualifications**

Reading Girls’ School, Northumberland Avenue, Reading: 2019 to present

Put down the GCSEs and courses you are studying for

**Work Experience**

If you have done some work experience give the company and date. Say what tasks you did, what you learnt, and whether it was virtual or in person

Note down any part time or holiday jobs you have had. Even baby-sitting for a friend or neighbour shows you are considered to be trustworthy and reliable.

**Volunteering / Activities**

Record any volunteering you do, or activities which show commitment, teamwork, etc.

For example:

* sports activities
* taking part in the school play or dance production
* school clubs
* being on the student leadership team
* Pledge fundraising events
* Helping with little children at church, mosque, clubs etc
* Guides, Scouts, Cadets, etc

Show dates/timescale, what you achieved, skills you learnt

Be prepared to talk about these activities in an interview!

**Additional Information**

Put here other skills / certificates employers might like to be aware of.

Do you speak another language?

Have you a first aid certificate?

Are you well-organised, good with technology, artistic, etc?

**Hobbies and Interests**

What do you enjoy doing out of school? Word it carefully (for example, say ‘I enjoy socialising with my friends’ rather than ‘we hang out at the park’).

**References**

Available on Request

Think of two people that would say good, honest things about you to an employer. This can be school staff, normally your Pastoral Leader. You don’t have to put the names of your referees in the CV, but be prepared to give the contact details when asked. And ask their permission first!