

## Possible lay out for a C.V

A curriculum vitae or a CV is a written overview of a person's experience and other details. Curriculum vitae is a Latin expression which can be loosely translated as

### 'The Path of Life'

- **Lay out** – you will get more on a page of A4 if you change page layout settings to 'narrow'. Font size 12 would be usual in a 'plain' font/your name as title at the top.
- **What should go in a CV** – information detailed below. Keep it clear and to the point. This is not a letter of application neither is it a personal Statement – which you will be covering next once the CV is completed

**Name** -

**Date of birth** -

**Address** -

**Telephone number** - home phone number. Consider if you want to give out your mobile

**Personal qualities with evidence** – (some people include this...some don't)

**Secondary Education** – name /address and dates attended

At this stage exams taken in **Year 10/Exam taking in 2016/Expected Grades**

**NOTE - A final C.V will have 'Exams taken' and your 'Results'**

**Other qualification** – First Aid certificates/Music certificates/Life Saving Awards/any recent awards ( not prize for history in Yr 8 etc)

**Responsibilities** - in school/out of school – again need to be recent Yr 9 – 11 is fine to include now but as you get older you would leave off younger responsibilities

**Clubs and Leisure interests** – in school clubs out of school clubs

**Work Experience** – name of placement/when/job title as well as any other work experiences to date eg add in Saturday job/part time work as it happens

**Referees** – someone who will write a reference about you. You usually need to give two referees at this stage. One would be the school and one other, which is often someone from where you did your work experience. School referee should be addressed to Mr Wakefield and would then be passed to your tutor to complete. **You need to give their name, their position in the workplace and address.** Depending on how you know them it may be their workplace or home. You should always ask if they are willing to give a reference. The same will apply as you get older but choosing more appropriate referees.

# **Curriculum Vitae for – Joe Bloggs**

D.O.B. 26/08/1998

Address- 28 Made up Lane, Maldon, Essex, CM9 7BW

Email- anyone@anywheremail.com

Home phone- 01234 567890

I am a Year 12 student at Dayton School in Hansford who is hard working and keen to do well in my exams in the Summer. I am co-operative when working with others as I am a good listener and am able to offer my own ideas to a group. I am a good time keeper and would always plan to be somewhere ahead of time rather than be late. I am approachable with good communication skills and work well in a team. This information can be confirmed from both my work experience referee and my manager at the paper shop.

## **Education**

Dayton School, Hansford, Essex 2007 – present

- GCSEs
  - English Language 6
  - English Literature 7
  - Maths 5
  - Statistics 5
  - Physics 5
  - Biology 5
  - Chemistry 6
  - Citizenship 4
  - Religious Education 5
  - History 5
  - Sociology 5
  - Spanish 6
  - BTEC Media- Distinction\*

## **Employment**

Waitressing with Able Caterers of Hansford

## **Experience and Skills**

- Volunteering at Salvation Army Charity Shop 2009-2012
- Work experience with Communications Department at Hansford City Council
- Young Persons Emergency Response Qualification- 2011
- Achieved Bronze Duke of Edinburgh Award and currently working towards my Gold Award.
- 100% Attendance at school
- A member of the School Council and an International Ambassador
- Currently a College Council Representative
- Diploma in Physical Education (Silver level)

## **References**

Jack Spencer- Jacko's Stores owner/ manger- 01924 768354

Work experience Yr 10 - Roy Coats - Communications Manager, Hansford City Council - 01245 754324 roycoats@hansford.gov.uk

## Example of a CV for a Year 10/11 Student

### Elsie Lockwood

123 Example Road  
Bromley BR1 3SD

**Tel.** 0123487695

**Mobile:** 0790 123456

**Email:** elsielockwood@email.com

#### Skills and Qualities

I am a very keen and enthusiastic Year 10 student age 15. I particularly enjoy sport and am involved in teams both in and outside of school. Through my football experience I believe I am a good team member, enjoy working with others and am developing leadership skills. I have very good IT skills and am beginning to design my own web sites. I am very well organised and have an excellent record of punctuality and attendance. In the future I intend to study A-levels and then hopefully go to university. I am currently looking for a work experience working in a sporting/fitness environment.

#### Education

2008 to present:  
Sydenham School  
Dartmouth Road  
London SE26 4RD

#### Courses being studied (GCSE) **would need grades too**

English Language	ICT (Core)
English Literature	PE
History	Music
Mathematics	French
Science (Double Award)	Citizenship (short course)
	RE (short course)

#### Work Experience

**Babysitting:** I regularly look after for my Aunt's children age 5 and 3 and I have to ensure the children are safe, are put to bed at the correct time and sometimes I also have to prepare their dinner.

I have some experience with football coaching younger teammates at Millwall.

#### Interests and Achievements

I am a keen footballer and regularly play for my team Millwall Junior Ladies. I train every week and play matches on Saturdays. I like to help with the younger teams to improve my leadership and coaching skills. I enjoy going out with my friends and particularly like going to the cinema. I play the drums and am working towards my Grade 3. I am a member of the school council at school.

#### Referee:

Mr G Morgan,  
Year Learning Co-ordinator  
Sydenham School  
Dartmouth Road  
London SE26 4RD  
Phone: 0208 699 6731  
Email: [info@sydenham.lewisham.sch.uk](mailto:info@sydenham.lewisham.sch.uk)

## **Curriculum Vitae for - Maria Sorrento**

**2, Nowhere Drive, Heybridge, Maldon, YO6 2AJ**

**Tel: (01234) 567890**

### **PROFILE**

I am a self-motivated and enterprising 16 year old with good communication skills and the ability to use initiative to realise personal goals and ambitions. I am hard working, well organised and I am an enthusiastic team member. I am looking for a sales assistant's position with a high street retailer.

### **SKILLS / ACHIEVEMENTS**

- Confident with both my peer group and adults
- Work well under pressure
- Good attendance and punctuality records
- Represented school and area at hockey and athletics, captain of the hockey team
- Moderate conversational and written French, excellent Italian
- Computer skills - including knowledge of word processing and spreadsheet packages

### **CAREER SUMMARY / WORK EXPERIENCE**

- **Swinton Leisure Centre - 2 weeks' work experience in Year 10**  
Planning and organising activities for children aged 7 - 13 years, helping with display materials, dealing with public, mainly parents
- **Hotel St Richard, Swinton - School summer holiday job 2002**  
General assistant - silver service waitress, chambermaid, reception duties, kitchen porter
- **Swinton Sports Shop - Saturday job**  
Serving customers, computerised stock taking and ordering, and window display

### **EDUCATION**

Swinton Comprehensive School: 1997 - present

GCSE Subject	Expected Grades	GCSE Subject	Expected Grades
▪ Art	B	▪ English Literature	C
▪ Mathematics	B	▪ French	C
▪ Technology (food)	B	▪ Science (dual award)	C
▪ English Language	C	▪ Applied Business Studies	CC

### **PERSONAL SUMMARY**

- Interests: sport, rock concerts, reading and cooking
- Date of Birth: 11.4.86. Nationality: British
- Single and in good health

### **REFERENCES**

- Ms Chris Hemsworth, Headteacher, Swinton Comprehensive School, Swinton, North Yorkshire
- Mr Parvinder Saggu, Manager, Swinton Sports Shop, High Street, Swinton, North Yorkshire