

CV WITH VARIOUS EXAMPLES OF WHAT TO INCLUDE

NAME

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TRY TO KEEP TO ONE PAGE

PROFILE *This should be a brief summary of where you are now and your aspirations*

EXAMPLES

- A second-year [psychology / business / English etc.] undergraduate with strong [creative, research, analytical and communication] skills now looking to use these qualities to enter a challenging career in [marketing / advertising / publishing etc.]
- An enthusiastic [Year X] student with strong [writing and language skills] aspiring to pursue a career in [publishing / journalism / consultancy etc.]. I have completed A level [insert subject] achieving [A*] and I am currently studying [insert subjects] at A Level.
- An A-level student with a strong interest in [Maths and the Science subjects] and with [research, organisation and communication] skills. I am very interested in studying [Biochemistry and Biotechnology] at university and I am looking for relevant work experience within these fields.

SKILLS *Insert 3 or 4 skills only, here are some examples from past CV's. Don't just list skills, provide evidence and context*

EXAMPLES

- **Communication Skills**- through the study of [languages], I have been able to develop my [verbal and written skills] in order to communicate clearly to various audiences. This was particularly useful during my [participation at the Model United Nations / work placement at X] when I had to prepare a [Manifesto / report / dissertation] and present the main points clearly and succinctly to [insert title].
- **Research** – As part of my [product design projects] I have learnt to [undertake market research and analysis] to help me [provide options to meet client requirements]. I have also taken part in a business course called [insert title] where we [reviewed a start-up business requiring crowd-funding and analysed its strengths and weaknesses so they can strengthen their proposition].
- **Self-motivation**- I am currently carrying out an independent study as part of my Extended Project Qualification, exploring [insert subject title]. This project requires me to regularly meet self-set deadlines, remain disciplined and be proactive.
- **Leadership** – Active House Leader for my school house, in charge of managing house events such as [the school fashion show / sports day / charity fundraisers] and providing direction, support and leading by example to the younger year group members.
- **Language Skills** – intermediate spoken and written Spanish; fluent French speaker achieving {insert grade and level}
- **Writing** – published an article on [insert title] for [insert publication] in [insert date].
- **Time Management** – I have excellent time management skills, currently balancing my coursework with my extra-curricular commitments including [insert sport / music / clubs etc. and no. of sessions per week], as well as [insert part-time job / volunteering etc.], ensuring
- **Analytical** - Through an 'Unleashing Potential' course I found relevant information and statistics to analyse and criticise a business. This contributed to our team winning the best marketing analysis prize.
- **Creativity** – I achieved an [A grade GCSE Graphics] and made [a child's activity pack] for my controlled assessment task. I have some experience of using the [different Adobe packages]. I am currently designing a [seat with book storage for a child] for my Product Design controlled assessment.
- **Technology Skills** – proficient in [insert technology skills e.g. Microsoft Office / Adobe / Photoshop etc.]
- **Teamwork** – I was chosen to be part of one of the teams representing my school for the [BBC school report scheme]. I learnt to work as part of a team and to work within deadlines, culminating in successfully presenting our report to management.

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EDUCATION

2011-2018:

Surbiton High School, Surrey

A Levels English (A*), Spanish (A), Psychology (B), Maths AS (A)

10 GCSEs (5 A*s, 3 As, 2 Bs including Maths and English) – *List subjects if relevant to course / career*

WORK EXPERIENCE / VOLUNTEERING *Use a consistent layout style – either a short paragraph or bullet points, not a combination. Information should be succinct and highlight your responsibility and what you learnt or achieved in each role. Include any part-time work or volunteering that you have done.*

Paragraph style examples

Jan 2019 – date

Administrator, Green Lane GP Surgery

I currently work part time at my local GP practice every Saturday doing administrative tasks such as entering patient data into the online system, adding organ donation status and reorganising the physical files we have on all the patients in the practice. I am learning how to be organised, work as part of a team and how important every task is to delivering good patient care.

August 2018

Community Service, Sutton Community Centre

I took part in the National Citizen Service (NCS) and, as part of the community service, helped to organise the redecoration of Sutton Community Centre by contacting various business and asking them to donate paint supplies to my team. This has provided me with the experience of working with businesses and has taught me the importance of being resilient.

Bullet point layout examples

January – May 2019

Work Placement, Surbiton Vets

- Worked closely with staff, spending over 40 hours assisting the vets and nurses
- Improved lab skills by using microscopes and centrifuges to help with diagnoses
- Developed communicative skills with owners, often dealing with sensitive topics

Sept 2018 – Mar 2019

Saturday Sales Assistant, Top Shop

- Served customers at the checkout and trained new sales staff
- Received Employee of the Month award for service following positive customer feedback
- Responsible for other tasks such as window displays and the end of day cash reconciliation

April -June 2018

Children's Activities Assistant, Strawberry Hill House

- Responsible for looking after groups of young children and ensuring activities were carried out safely and enjoyably
- Direct communication with parents and customers to explain events and encourage participation for the benefit of raising funds and awareness for the house.

2015 – present

Cub Scout Young Leader, The Scout Association

- Assist in the running of group activities engaging 30 young children, developing leadership and problem-solving skills.
- Collaborate and coordinate with peers and Adult Leaders to design programs for the cubs each term.
- Plan and lead individual activities.

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June 2018

Marketing Communications (work experience), Nestlé

- Attended and observed meetings with large companies such as Amazon, Google and Twitter and participated in one-to-one workshop at Zenith Media
- Developed skills in working to deadlines in making spreadsheets and components for presentations in meetings
- Gained experience in different work fields such as marketing, sales and communication
- Gained experience in proofreading and summarising information

Feb – May 2018

Volunteer Shop Assistant, Oxfam

- Experience using a till to make basic transactions, both cash and card
- Received, organised and labelled donations
- Interacted with and assisted customers in-store
- Organised stock into appropriate areas of the store including window displays

INTERESTS AND ACHIEVEMENTS *Include activities and achievements both in and out of school and try to group into categories to make them easier to read. Mention recent positions of responsibility.*

- Bronze Duke of Edinburgh award, received 2016.
- Awarded German prize for work completed in 2017.
- Elected sixth form prefect.
- Sport- Captain of the hockey team, won regional championships in 2016. Also member of the tennis team.
- Music- Piano grade 6, with distinction. Violin grade 5. Member of school choir from 2008.

REFERENCE *Either say 'Available on request' or if providing details make sure you have the referee's permission. You can use your Head of Year or Head of Sixth Form as referees.*

Read your CV through carefully once completed and check spelling, grammar and that it has a clear and consistent layout.

The Careers team are available to review your CV if you require assistance.