**Name -** mobile number  
email

Address on one line

**Personal Profile**

Summarise your skills and attributes (personal characteristics) that you think are relevant to the type of job role you are interested in e.g. hard-working, well-organised, effective communicator, experienced team-player, confident IT user, artistic, creative, empathic ………………. Outline what has generated your interest in this job role – it might be due to a work experience, part-time job, hobby, leisure activity…………………..

**Education and Qualifications**

Start with Callywith College. For example, for a Level 3 student:

**Callywith College,** Old Callywith Rd, Bodmin PL31 2GT

BTEC Foundation Diploma in Business (Sept 22 – June 23)

A-levels (Sept 22 to June 24)

Maths Biology Chemistry

*Once a large proportion of the course has been completed a predicted grade can be added*

Then list your secondary school or schools and qualifications achieved – see below

**X School, address** (September 2017 – June 2022)

**GCSEs/BTECs**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| English Language |  | Chemistry |  | French |  |
| English Literature |  | Physics |  | PE |  |
| Maths |  | History |  | Biology |  |
| Biology |  | Business Studies |  |  |  |

**Employment**

Include all part-time jobs and work experience placements in chronological order. Name the business and state the dates and summarise the type of tasks you completed e.g. serving customers, assisting with food preparation………………… If you have strongly related employment/work experience e.g. you want to be an architect and completed a week’s work experience at a local architects, you can expand on what you summarise here in your covering letter.

**Interests**

You may have touched on these in your personal profile. Briefly explain your key interests, these may be linked to sport, music, art, IT……………………………

**Achievements and Responsibilities**

You may have achieved some awards at secondary school or through sporting or other activities outside school/college. In addition, you may have held positions of responsibility in or out of school e.g. prefect, house captain, captain of a sports team or …………………….

**Referees**

In recent years there has been a move away from naming referees (people who give you a reference) on your CV. With many CVs these days being uploaded to job sites and online portals, the security of data has become an issue. Instead, you can simply state ‘References available on request’. You should identify at least two referees you will use if requested. One is usually in education (your tutor) and the second in employment (your manager/owner at a part-time job or work experience placement).