

Name
Address
Contact Details

Personal Profile

Write a little bit about yourself – think of those skills that employers value – such as working in a team – being on time – being polite – following instructions etc. Add in something about your career aspirations – what you would like to do in your career.

Achievements

List any awards you have received or any other achievement in school or outside school
List anything you have done at school eg Heads Ambassador work, House Captain work,

Education

Worle Community School

2012 – 2017

List below the subjects you are taking and you can put predicted grades down if appropriate

Work Experience

List here your work experience – the week long one that you did but also some voluntary work you have undertaken –. If you have any paid work or a job you could also list it here.

Hobbies and Interests

List here any outside interests that are positive and add to your skills such as playing in a team, ringcraft classes, any team or groups etc

References

You can either say

Available on request

Or you can list here the names of two people who you know would give you a good reference eg your tutor, Head of Year .