



Task to compile and write a Curriculum Vitae (CV)

What is a CV?

A **CV** is a personal marketing document used to sell yourself to prospective employers. It should tell an employer information about you, your skills, education, work experience and abilities and achievements. The CV you are going to create will form the basis of a document upon which you can add to and expand as you progress through your education / employment.

Why do I need a CV?

A **CV** aims to impress recruiters and is sent as an application to job adverts or as a speculative approach to prospective employers. CVs are valuable and important because they are your first and maybe only direct communication so presentation is key.

Let's get started:

Click on: <https://adviza.cv-creator.com/>

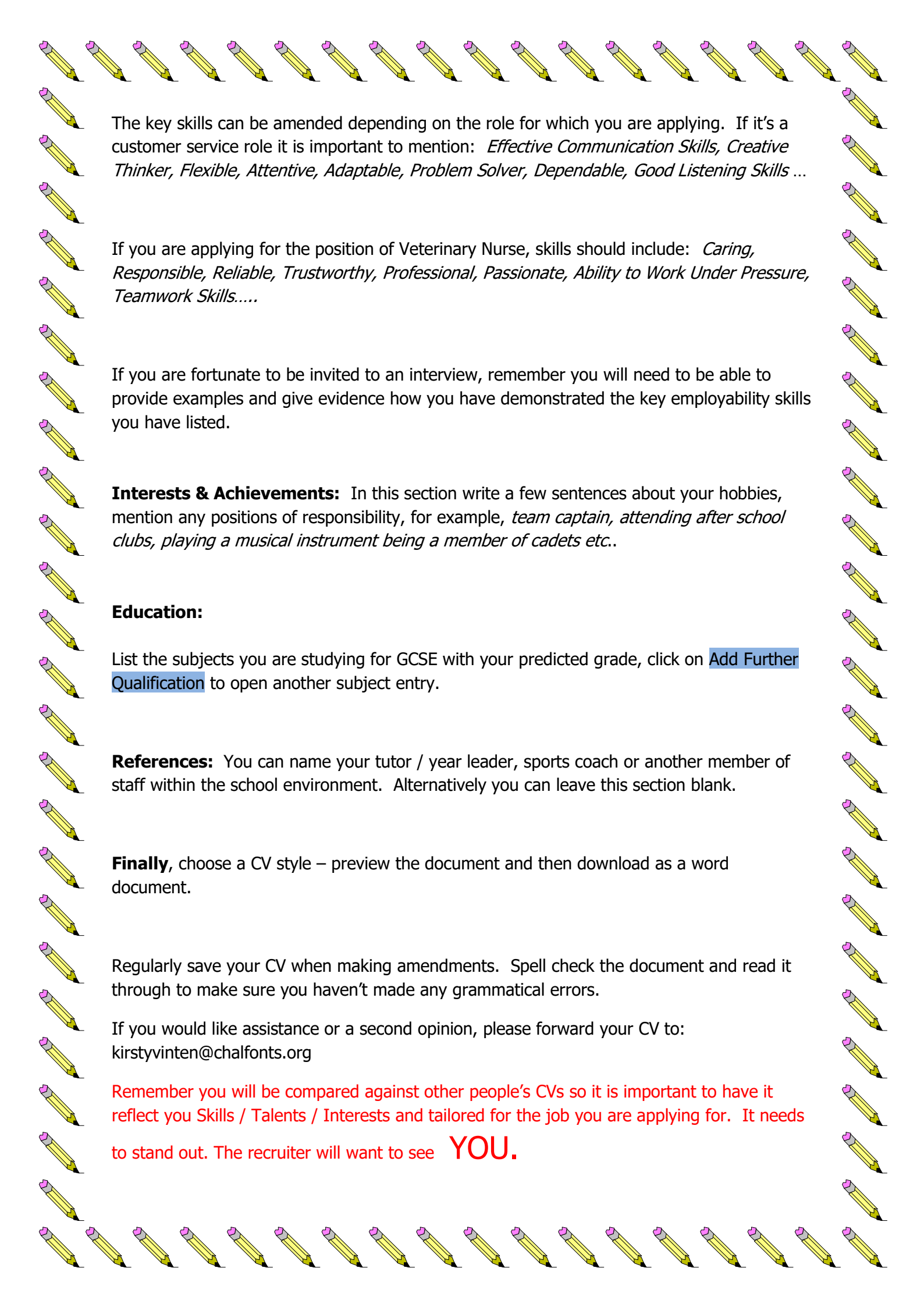
This tool will ask you questions, for example, Name, Address, Contact Details. Type in your answers and proceed to the next question.

Personal Profile: Write a short statement about yourself, for example, *I am currently in Year 10 at The Chalfonts Community College, studying GCSE courses. I am hardworking and conscientious with excellent attendance and time keeping skills...* You may wish to mention your work experience/any part-time work in this section and highlight your particular strengths. For example, *good communication skills, happy to work in a team, enjoy manual tasks and understanding how things work.*

Key Skills: Use one box for each of your skills. It is important when listing your key skills you have examples to give when you have demonstrated the talent. For example, if you are working towards Duke of Edinburgh Awards you can list: *Patience and Perseverance, Team Work, Stamina, Ability to Learn New Skills.*

As a student everyone should be able to say they are: *Committed to Achieving Excellent Results, A Role Model for Younger Students, Outstanding Attendance and Timekeeping, Good Organisational Skills.*

If you are in a sports team you can list: *Working as a Team, Excellent Communication, Committed, Dedicated, Professional, Problem Solver.*



The key skills can be amended depending on the role for which you are applying. If it's a customer service role it is important to mention: *Effective Communication Skills, Creative Thinker, Flexible, Attentive, Adaptable, Problem Solver, Dependable, Good Listening Skills ...*

If you are applying for the position of Veterinary Nurse, skills should include: *Caring, Responsible, Reliable, Trustworthy, Professional, Passionate, Ability to Work Under Pressure, Teamwork Skills.....*

If you are fortunate to be invited to an interview, remember you will need to be able to provide examples and give evidence how you have demonstrated the key employability skills you have listed.

Interests & Achievements: In this section write a few sentences about your hobbies, mention any positions of responsibility, for example, *team captain, attending after school clubs, playing a musical instrument being a member of cadets etc..*

Education:

List the subjects you are studying for GCSE with your predicted grade, click on [Add Further Qualification](#) to open another subject entry.

References: You can name your tutor / year leader, sports coach or another member of staff within the school environment. Alternatively you can leave this section blank.

Finally, choose a CV style – preview the document and then download as a word document.

Regularly save your CV when making amendments. Spell check the document and read it through to make sure you haven't made any grammatical errors.

If you would like assistance or a second opinion, please forward your CV to:
kirstyvinten@chalfonts.org

Remember you will be compared against other people's CVs so it is important to have it reflect your Skills / Talents / Interests and tailored for the job you are applying for. It needs to stand out. The recruiter will want to see **YOU.**