

GT SCHOLARS CAREERS SUMMIT

FEB 2021



**Workbook: How to Write an
Outstanding CV**



CV Main Components

Section	Things to Include	Things to Avoid
Name and Contact Details	<ul style="list-style-type: none"> - First and last name - middle names not necessary - Email address and phone number - Home address and date of birth not needed - Photo not necessary unless specified - eg acting CV with headshot 	Unprofessional email addresses
Personal Statement	<ul style="list-style-type: none"> - A brief summary of who you are - No more than a short paragraph - Should highlight your strengths and why you would be a good candidate - Try and make it stand out - Generally not needed for agency work 	Repeating the same words or sentences
Skills and Strengths	<ul style="list-style-type: none"> - Words or phrases to explain your key skills - A good place to list your computer competencies - If you don't have any work experience, skills section can be expanded 	Listing skills without showing evidence or examples
Job and Volunteer History	<ul style="list-style-type: none"> - A history of your paid and unpaid work in reverse chronological order - Start and end date of jobs (month and year) - if you have been in the job market for a while explain any gaps in employment - A brief summary of your role and key skills - Can include any voluntary roles 	Using long paragraphs - use bullet points instead.
Qualifications and Awards	<ul style="list-style-type: none"> - A summary of your qualifications in reverse chronological order - Can be presented as two different sections or can be merged into one 	Listing all of your grades individually
Extra Curricular Activities and Hobbies	<ul style="list-style-type: none"> - Help recruiter to see that you are a well rounded person committed to self development - If relevant, include details of the skills you have developed through activities and hobbies 	Hobbies such as "socialising" and "spending time with friends"
References	<ul style="list-style-type: none"> - Reference contact details do not have to be listed on the CV - It is ok to write "references available on request" and contact them when needed - When given, state relationship to referee - professional reference or character reference 	Using immediate family members to give character references

CV Example (Standard)

LYDIA JONES

lydiajones@outlook.com

07123456789

PERSONAL STATEMENT

I am a very driven and motivated person, approaching all tasks and projects with enthusiasm and positivity. I am always ready for a challenge, as demonstrated by my completion of my bronze DofE award, which also shows my commitment to seeing things through. During the course of my school life, I have been placed in many situations where I have had to be part of and lead a team, think on my feet and perform well under pressure, all things which I believe are excellent attributes for any career.

KEY SKILLS

Customer Service
Team Leading
First Aid

Problem Solving
Communication
Organisation

Planning
Microsoft Office

WORK EXPERIENCE

July 2019 – Present
Volunteer

British Heart Foundation

Bromley

- Organising and putting new stock on the shop floor.
- Sorting through donations to determine what is suitable for sale.
- Helping with customer enquiries and directing them to the right member of staff.

Nov' 2018 – Jan' 2019

Marks and Spencer

Bromley

Customer Assistant (Christmas)

- Serving customers on the till and helping with issues at the self-service checkout.
- Replenishing food stock before store opening and carefully checking dates to ensure products are in date.
- Helping customers on the shop floor with enquiries and finding items in stock.
- Checking the stock room for any items that may not be on the shop floor.

EDUCATION

Windmill High School, Bromley
3 A Levels
History (A), Maths (B), Drama (C)

2018 – 2020

10 GCSE's

English Language, Maths, History (8) Double Science, Drama, Art (7) French, English Literature, PE (6)

2013 - 2018

EXTRA CURRICULAR AND HOBBIES

I have completed first aid for teenagers training as part of First Aid for Life. I am comfortable and confident to use it when necessary and when under pressure.

I completed my Duke of Edinburgh Bronze Award expedition in 2019. Working as a group to complete the award required a lot of teamwork and during many parts of the expedition, I took on a leadership role, directing the group and helping to keep everyone motivated with my positive attitude. Other parts of the award involved problem solving (when reading maps), preparation and using my initiative.

I was part of my school Netball Squad in years 10 and 11 as goal defence. It was something I did every week for two years showing my commitment to the sport. As part of a squad, it was very important that we were not only working as a team, but always supporting and encouraging each other, something I believe I can achieve in any environment.

REFERENCES

Available on request.



GT SCHOLARS

Resources

Below are some of the places you can find CV examples and CV builders. There are many websites online but this is just a start to get you on the right track.

CV Templates and Examples for School Leavers

<https://standout-cv.com/pages/school-leaver-cv-example>

<https://www.reed.co.uk/career-advice/school-leaver-cv-template/>

<https://www.studentjob.co.uk/application-tips/cv-example>

<https://www.futurelearn.com/info/blog/free-cv-templates>

CV Builder (free)

<https://www.studentjob.co.uk/cvbuilder>

CV Builder (paid service)

<https://www.myp perfectcv.co.uk>