Name

Refer to websites for advice:

<https://www.reed.co.uk/career-advice/cvs/>

<https://careerswales.gov.wales/getting-a-job/build-a-cv>

Address, email and mobile

Personal profile

Write three sentences 1) the type of person you are; 2) your career goal and 3) what experience and job role you need for your next step

I am a people focused person, who can build trusting and supportive relationships with those I work with. I have a positive outlook, can motivate others around me and provide a calm and reassuring presence when needed. My career goal is to provide help, support and advice to those I work with. I am looking for an opportunity where I can develop my understanding of the workplace and build my confidence in a customer or client facing role.

Key Skills

Find the skills you need for the job area you are interested in on the National Careers Service website. Find a role and look under ‘What it Takes’ for skills list. Which ones do you have already and which ones do you need to work towards?

* Understanding of and empathy with others
* A trusted friend and colleague
* Non-judgemental, inclusive and open minded
* Someone who is calm under pressure, is a reassuring presence.
* Able to speak with a range of people; a good listener, and someone who follows instructions well
* A valued member of the team, but able to work independently and use initiative.
* Punctual, planned and well organised
* Someone who enjoys routine but is adaptable and open to change

Employment History (most recent first)

Job title and location

(Start date – end date/present)

Achievements and responsibilities:

Education (most recent first)

 College/School Name

(Start and end dates of course. If you don’t have the results of your course yet, you can add ‘predicted’ after the grade you think you will achieve.)

Course title and qualification eg: A Levels: Biology – C; L3 Health and Social Care Extended diploma – merit)

****School Name****

(Start and end dates)

GCSE grades

Hobbies & Interests

(Two or three sentences explaining the things you do in your own time including volunteering and sports)

References

You can say ‘References are available upon request’ or list the contact details of two employers or people you know who could give a reference for you. Remember to ask these individuals for their permission first.