

Basic CV Template to support CV Writing

Introduction

This guide is aimed to assist you in writing your CV. It will provide key Dos and Don'ts to help you put your CV together. It is aimed for secondary school teenagers between 13 and 15 years of age.

Your CV layout should be:

1. Personal details
2. Personal statement
3. Work experience
4. Education
5. Skills
6. Hobbies & interests
7. References

Note - If you DON'T have work experience, the 'Skills' section replaces this section

1. Personal Details

If you apply for a part time job, prospective employers need to know how to contact you. At the top of your CV, you need to include:

- **Name**
- **Address**
- **Email address** – try to use one that looks reasonably professional. If your email is jolovesfootie@hotmail.com, you could get a new one for job applications (e.g. joebloggs@hotmail.com)
- **Phone number**
- **Age** – ordinarily it wouldn't be necessary to include your age. However, if you're under 16, it's important that you tell prospective employers so they can make sure the job is suitable for you. They may also need to check that you are covered by their insurance.

DON'T specify personal data such as: your religion, your nationality or ethnic origin, or your gender. These are not relevant and may lead to [discrimination](#)

2. Personal Statement

This is a brief section (approx. 3 lines) that tells the hiring manager who you are, what you have to offer, and what you are looking for. Here are some examples:

DO - Begin with Your Career Objective

Examples below -

"I am a 13 year old student looking for a part time job on Saturdays. I am friendly, reliable and hard working, and I give my very best in everything I do. I have a keen interest in Maths and Physics, and I achieve exceptional grades for all my assignments. I have also achieved a brown belt in Aikido and a Black Belt in Tae Kwan Do."

"I am a 14 year old student looking for part time work after school and/or at the weekends. I am a determined individual having recently completed my Bronze Duke of Edinburgh award which taught me that achieving goals requires hard work and dedication."

"I am a 15 year old hard-working student looking for part time weekend work. I am a very focused individual who works hard and puts a lot of effort into everything I do, as evidenced by my predicted GCSE grades: currently 4 As, 4Bs and a C."

DO - Think about what the employer is looking for and tailor every CV you send out to the specific job. The personal statement is a great place to tell potential employers in a few lines how you meet the requirements of the job advert.

DON'T - Include personal photos or write about any negative habits you may have

3. Work Experience

If by chance you have completed any work (including volunteering), you should have a section in your CV entitled 'Work Experience'. For formal work experience, you need to include:

- Job title
- Place that you worked
- Dates that you worked there

You then give a short description of your role. For example:

"I volunteered on Saturday mornings at Oxfam which included: working on the till, sorting through stock, putting new stock out, tidying displays."

DON'T – Include casual/non traditional types of work in this section for example caring for an older person

DO – Include experiences like voluntary work, having your own website, helping with sports coaching, making things you sell etc

DON'T – worry if you have nothing to put here – simply leave this section out.

4. Skills

There are two types of skills:

1. Hard skills
2. Soft skills.

Hard skills

Hard skills are very definable and measurable – such as typing at a certain speed, or the ability to use a certain software package (e.g. Microsoft Word). You can easily test whether someone does or does not have a particular hard skill.

If you can type quite well and it is relevant to the job, take an online typing test to find out your speed. Typing speed is written as 'WPM' – words per minute. A speed of 35 – 40 wpm with reasonable accuracy is generally acceptable; while 55 wpm is highly desirable for jobs where typing is central to the role.

IT literacy is relevant to many jobs – even working in a shop. You usually state if you can use Software packages such as Word along with an indication of how accomplished a user you are (basic, intermediate, advanced).

Soft skills

Soft skills are less definable and measurable – they include skills such as good communication or the ability to work well in a group.

For each role you apply for, think carefully about what each employer is looking for, in terms of soft skills and hard skills. Sometimes this will be stated in the job application – other times you will have to think about what the role requires.

If you're applying to work in a shop or cafe for example, these skills are important to your employer.

See examples of both Soft and Hard skills below:

- **Good Customer Service** – likeable, friendly, going out of your way to help people – **Soft**
- **Good Communicator** – you help people who have questions – **Soft**
- **Attention to detail** – you can spot when things are not right – **Soft**
- **Reliability** – you are dependable and show up to work as expected – **Soft**
- **Trustworthiness** – you are relied upon to handle goods and money – **Soft**
- **IT Literacy** – you are able to use in- store systems – **Hard**
- **Numeracy** – you are able to handle both goods and money – **Hard**

Examples you can use below:

Good Customer Service – **I am able to deal with the public effectively** – I have been at St Paul's Ambulance Cadet since I was 9 years old and regularly volunteer providing first aid cover to local football matches.

Good Communicator – **I am a good communicator and a competent leader** – I teach first aid to young people and participate in/lead our school debating team.

Attention to detail – **I am reliable and trustworthy** – I help my parents at the local church run stalls serving customers who make purchases.

Numeracy – **IT Literacy** – I have a typing speed of 45wpm and can use most basic software packages to an intermediate level (Microsoft Word, PowerPoint, Excel)

5. Education

You need to provide a list of your schools and the dates you attended. It is not absolutely necessary to include primary schools.

If you are in year 10 or 11 (or you have started your GCSEs in year 9) it is advisable to give predicted grades, or actual grades if you have taken any exams early.

6. Hobbies & Interests

This section is a great opportunity to tell the employer about positive hobbies you have which reflect well on you as a person.

Fitness, sports and other active hobbies tend to be favoured by employers. They show you are active and healthy.

Anything that shows an interest in culture or the local community will also look favourable (for example, involvement in a Drama or theatre group).

DON'T – Include anything which isn't really of interest to an employer such as your favourite music or the fact you like 'films' 'going to the cinema' or 'seeing friends'.

7. References

If you are at school, you should give a teacher or tutor as one of your references.

The other reference should be someone who knows you, but not a family member or school friend. A person of professional standing such as someone who runs an activity that you attend would be a good choice.