

Curriculum Vitae (CV)

What a CV is:

This is a document that allows you to summarise your achievements, employment history, your hobbies and details of two referees.

Information & Layout of CV

Curriculum Vitae

Full Name

Address

Telephone Number & Email Address

Title: Educational Achievements:

Eg Coaching qualifications, first aid etc

Title: Currently taking:

GCSE's / A Levels / Degree

Work Experience

Most recent work placement or job currently undertaking.

Then list the next recent with the first placement/job at the end.

Jan 2022 – June 2023 St. Georges Newsagents – Where I undertook a paper round. Whilst there I believe I developed my punctuality and confidence.

June 2024 – June 2024 1 week work experience at Bentley West Primary
(For each job you need to include skills and qualities that you learnt/developed during your time there, try and relate these to the position that you are applying for)

Interest & Hobbies

Include your interests / hobbies outside of school e.g.: I am a competitive swimmer and have been competing at a National level for three years. I also coach in this area and this is something that I would like to develop further.

References:

Reference 1

Reference 2

Mrs Roberts

The Telford Langley School

Duce Drive

Dawley

Telford

TF4 3JS

01952 386700

Select two references of people that know you well and make sure that they know you are putting them down as a referee.