



Codsall High School Sample C.V

Name:
Address:
Contact details: Mobile: Home: Email:

Personal Profile: This area informs a potential employer/educator who you are, your skills and strengths relevant to your career goals. Personal statements are not hard to write, you'll be selling your best points in about four sentences.

Key Skills: Skills are things you can do well e.g. work well in a team, listening, communication, proactive, planning, problem solving

Education:

Grades or Predicted Grades

Work Experience/Part time/ Volunteer: Don't forget to include all work experience completed during your time at school, and any volunteering completed through DofE

Achievements: List any achievements outside of school e.g. Athletics, Football, Dance, DofE

Interests: List your interests e.g. Walking, Football, Art, Music, Travelling, Reading, Volunteering

Top tips:

*Use positive words to describe yourself e.g. happy, outgoing, friendly, polite

* Include your values e.g honest, caring, hardworking, punctual

*Check for spelling mistakes, ask someone to read it through before you submit it.