

English Careers in the Curriculum: CV Writing

Use the following guide to help you write your CV

Step 1 – Contact Information:

At the top of your CV, you need your name, home address, mobile number, and email address. If you don't know any of this today, leave it blank for now and complete it later.

Step 2 - Personal Profile

Write a short description of yourself (around 100 words). This should focus on your positive qualities. You could include:

- The sort of person you are
- Your good qualities
- What other people might say about you
- What you do in your spare time
- What subjects you enjoy at school
- What job or career you'd like in the future

Step 3 - Qualifications

You don't have any formal qualifications yet, but you will soon! In this section you list all the exams you have ever done and what grades you get! This is why good grades are so important as they are one of the first things an employer will see on your CV!

For now, you just need to list the subjects you are taking next year and (if you know it) what the qualification is called (most of them are GCSEs, but some are BTECs etc.). The date you will receive these is August 2028 (just over two years)!

Subject	Qualification	Grade	Date
English Language	GCSE		August 2028
English Literature	GCSE		August 2028
Maths	GCSE		August 2028
Science	GCSE		August 2028
Etc....			

Step 4 - Work / Work Experience

This section might be empty for now, but some of you may already have experience! Include any volunteering too—even things like helping at school events or open evenings.

For each job or volunteering role, list them from most recent to oldest. Include:

- The date (approximate is fine)
- The name of the place
- A job title (what you mainly did)
- A short summary of your responsibilities

Dates	Employer/Organisation	Job Title	Description of Responsibilities
October 2023	Huntington School	Volunteer	I volunteered at the Year 6 Open Evening. I was responsible for greeting guests and showing them around school.
June 2022 - Present	Strensall Tigers	Assistant Coach	I am an assistant coach for the Strensall Tigers Under 9s football team. I am responsible for helping to setup sessions and I also often lead warm ups.

Step 5 - Awards & Achievements

List any achievements or awards you've earned. At a minimum, include:

- Undertook Year 7 Introduction to Aspirations PSHE Module (2022)
- Attended Year 8 Raising Aspirations Day (2023)
- Attended BBC Bitesize Careers Roadshow (2024)

Try to add your own too! For example:

- First aid qualification
- Ran a 5k
- Won "Players' Player of the Season"

Include approximate dates and list them from most recent to oldest.

Step 6 – References

List two people who know you well and would say good things about you. These are the people a future employer might contact to check you're suitable for a job.

Include:

- Their name
- How you know them
- Their address and contact details (email and/or phone number)

Most people use their form tutor as one of their references. Try to avoid family members—unless you've worked for them! Any contact details you don't have can be left out for now, but don't forget to add them later!