**First Name and Last Name**

**Address** **Telephone: xxxxxxxxxxx**

**Email: xxxxxxxxxxxxx (never use numbers which reveal your d.o.b or age – keep your email address sensible)**

**Education and Qualifications**

**Gildredge House School, Compton Place Road, Eastbourne, BN20 8AB, Telephone 01323 400650**

Year 10 – due to take GCSE examinations summer 2021

**Predicted Grades**: Try and estimate: list all your GCSE subjects and your predicted grades as accurately as you can – NEVER LIE and over exaggerate!

Maths 4, English 4, etc; etc;

**Work experience/part time job**

If you have a part time job, this is where you can list it. If you had any work experience – no matter how short, you can put it here. Think about your Duke of Edinburgh voluntary work – it can go here. Detail your responsibilities and showcase as much of your skills and knowledge as possible. Use professional language and show how your duties impact the business where possible.

If you haven’t had a part time job, or you haven’t volunteered before then delete this section and move on to the next.

**Example: Oxfam Charity Shop Eastbourne**

**Terminus Road, Eastbourne, BN20 1PQ contact Mary Christmas**

April 2019 – to present (or list the date that you job ended)

**Main responsibilities:**

Accepting donations, customer service, sorting out donations, tidying shelves and using the till.

Explain what you have learnt and gained from your experience

This job gave me confidence to communicate with the public as I developed my customer service skills. I also learnt how to use a till.

Here are some examples of what you can put in this section.

**Example:** I am a dog walker in my spare time and I do this for extra income:

I have learnt responsibility, maturity and good decision-making skills. I am also able to juggle my time around my homework.

**Example:** I have started a little part time job by buying and selling clothing on-line: I am able to demonstrate initiative and entrepreneurial skills

**Example:** As part of my Duke of Edinburgh Award, I was required to engage in volunteering. I worked every Saturday at a drop in centre for the homeless. I am able to demonstrate initiative, reliability and the ability to juggle time.

**Example:** To make extra income I do specific jobs around the home for my family and for my neighbours . I have built up a big list and I now charge for my time. Skills similar to above.

**Skills Interest and Achievements**

Perhaps you have achieved some skills during school. List any interest that could be useful to the roles you are applying for, or could general be seen as impressive, such as competing in contests, (demonstrate resilience if you can – I came third, but this was impressive and it has made me want to win the next comeptition), fundraising, travelling or playing sports. Also, if you have any impressive extra-curricular activities then it’s worth touching upon them here.

**Example**:

Grade 3 Piano

Frisbee coaching course

I play in my school’s first team football, netball, etc.

I have completed BSA swimming up to Level 10

I play for Polegate Cricket Club under 15’s

**Example:** I enjoy helping out my parents and I have a younger brother whom I babysit. This demonstrates responsibility, maturity and good decision-making skills.

**Example:** I am friendly with my neighbour and as they are elderly, I run errands for them: Reliability, responsibility, trustworthiness.

**Example:** I have built a computer, which I put together for my own use. I would like to go on, build more computers for friends, and make a little pocket money from this: Skills as above

**Personal Statement**

It is a good idea to include a brief statement about who you are. You can include some of more personal things about yourself if you would like to eg: I enjoy cycling and fixing my bike. Or, I enjoy dog walking etc.

**References**

**Please give a contact name of an individual who will vouch as your referee.** Before giving out contact details, please contact the person who you would like to use and tell them that you would like to give their name and contact details as a referee on your CV.

Not only is this polite, but they will understand when they receive an email from an employer asking questions about you. Use somebody who knows you well and who will be positive about you. A good family friend or even a teacher at school**.**

**Please do not give any email or contact telephone numbers without permission from the referee. If you do you will be breaking data protection laws.**

**Example:**

State how you know this person

Mr Tom Jones: Friend or Football coach, or Piano teacher etc.

**t.jones@btinternet.com** **Telephone: 0798123456**