**Your Name**

EMAIL ADDRESS PHONE/MOBILE NO.

**EDUCATION**

1. Put your most recent qualifications first.
2. Haven’t finished your GCSEs, A-levels (or equivalent qualifications)? Add your predicted grades or any grades achieved so far.

**Hayes School, West Common Road, Bromley BR2 7DB (2016 – 2021)**

11 GCSE’s A\*-C Maths (A\*); English Language and Literature, Geography, Physics, Chemistry (A); Biology, RE; Media Studies (B); French and IT (C)

**Hayes School Sixth Form, West Common Road, Hayes, Bromley, BR2 7DB (2021 – Present)**

A Levels in: English (B), Media Studies (B); Geography (C) - *Predicted Grades*

*Most recent qualifications first*

**PREVIOUS EMPLOYMENT/WORK EXPERIENCE**

1. Make sure you put your most recent part-time job, work experience first.
2. Give start, end dates and location.
3. Highlight what skills you have developed through your experience.
4. Your best achievements.
5. If you have lots of work experience, make sure you choose your three most relevant examples.

**E.g.**
**Part-time Checkout Operator / Sales Assistant, Waitrose, Bromley** - May 2021 – Present

* Responsible for serving customers in the supermarket and at the tills.
* Developed good communication skills by speaking with customers in a polite and friendly manner. Successfully gained the ability to use computerised tills and scanners and improved my maths skills with taking payments and making sure the till balances at the end of the day.
* Learnt to work quickly and accurately under pressure especially when there are long queues at the checkout.

**PROFILE**

1. No more than five sentences
2. Tailor your profile to the position you are applying for
3. Talk about what you’ve studied and your future ambitions

**INTERESTS**

1. This is an opportunity to showcase interests outside of your academic and professional history.
2. Make sure you include any hobbies you have outside of school or college- think sports, youth clubs, Guides, Scouts… What do you like to spend your free time doing?

*Avoid individual-centric interests + keep interests relevant to the placement you are applying for*

**KEY SKILLS / EXTRA CURRICULAR**

1. This is a great place to talk about any one-off events or volunteering opportunities that you have supported.
2. Any extracurricular projects that you have participated in –Duke of Edinburgh, NCS The Challenge, Guides/Scouts, sports, clubs etc.
3. If you have taken part in any certified courses or workshops which have enabled you to acquire a qualification – put it in!
4. Can you use any of the programmes in the Adobe suite? Extremely capable on Excel? Sensational on Social Media? Organisations love to know extra skills you can bring to the work place.

**What are references?** You’ll need to think of a couple of people who can act as your ‘references’ for any job you are applying for. These tend to be people you have worked with or know well but are not directly related to. All you need to do is pop “REFERENCES ARE AVAILABLE ON REQUEST” at the bottom of your CV and the employer will get in contact with you when they need references from you.