

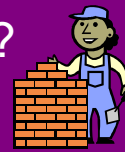
# CV Writing Pack



Before writing your CV it is helpful to think about yourself. Read the suggestions and complete the tasks to prepare yourself for writing a really good CV.

# Skills and Qualities

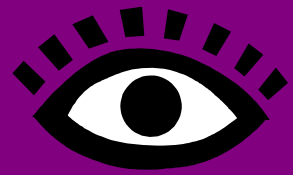
Do you know your skills and qualities?  
Tick 6 which best describe you.



Skills and qualities	✓
Hardworking	
Confident	
Good with money	
Good at solving problems	
Organised	
Computer literate	
Trustworthy / reliable	
Honest	
Patient	
Able to drive	
Enthusiastic	
Flexible / adaptable	
Good with numbers	
Confident talking to people	
Good on the telephone	
Friendly	
Ambitious	
Creative	
Uses own initiative	
Punctual	

# Personal Profile

Look at some personal profiles



**An enthusiastic, hardworking individual who is always punctual. I have some experience in the retail industry and am good with money.**

**A lively and confident young person who is keen to learn new skills and always willing to help and support others. I am honest, trustworthy and computer literate.**

**A friendly and polite individual who is keen to gain employment in a hotel on the Isle of Wight. I am able to work on my own initiative and I organise my work well independently or as part of a team.**

**A creative and computer literate person with a varied portfolio and experience in illustrating a school magazine. I am enthusiastic and motivated in my work.**

**A confident and polite individual who is good at speaking to members of the public. I am good at managing a budget and organising my workload.**

Now write your personal profile.



A large, rounded rectangular box with a purple border, containing four horizontal lines for writing.

# Hobbies / interests

look at the useful words and phrases and write about your hobbies and interests.



## Some useful phrases

I like  
I enjoy  
I am interested in  
I am keen on  
I have a passion for  
I have achieved  
I have taken part in

## Some examples

I like going to the cinema and socialising with friends. I have a passion for computer graphics and I have designed flyers for a local band.

Write about your hobbies and interests in the space below.



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# *If you are waiting for your GCSE results*

## Write your predicted grades

For example:

Sandown High School

Sept 2005 - July 2008

### GCSEs

English Language  
English Literature  
Mathematics  
Art  
Drama

### Predicted Grades

C  
D  
D  
A  
B



## Now write your predicted grades

\_\_\_\_\_ School \_\_\_\_\_ - \_\_\_\_\_

### GCSEs

### Predicted Grades



# ***Writing about achievements***

**Think about some important things you have done**

**Some ideas:**

- Looking after younger sister or brother
- Sport
- After school clubs
- Fund raising
- Projects with the community
- Certificates for hard work or attendance
- Prizes for special work



**For example:**

**Achievements**

- Member of local football team
- Served buffet during open evening for parents
- Gained certificate for full attendance
- Took part in school play

**List your achievements**

**Achievements**

- 
- 
- 
- 
- 
-

# Work Experience

## Have you had any work experience?

Have you done work experience through school?  
Have you helped friends and family?  
Have you babysitted?  
Have you had a paper round?



- Look at the cards and choose the closest job to what you did
- Tick the duties you did in your job
- Write details of your jobs and duties below  
(Most recent job first)

Type of work

Dates

Duties

- 
- 
- 
- 
- 
-



## CURRICULUM VITAE

**Jane Mitchell**  
**6 Orchard Road**  
**Newport**  
**Isle of Wight**  
**PO30 5OS**  
**Telephone number: 01983 500645**

### **Personal Profile**

I am a confident, hard worker who is trustworthy and reliable. I can work on my own initiative and am always keen to learn new skills.

### **Key Skills**

- Being responsible for children
- Preparing meals
- Preparing and organising play and activities
- Basic computer skills
- Awareness of health and safety

### **Education and achievements**

#### **Isle of Wight College, Newport, IOW**

**Sept. 07 – July 08**

#### **Coolspot Learn Direct Course**

#### **Qualifications:**

Basic Computer Skills	Pass
Application of Number Level 1	Pass
Literacy Level 1	Pass

#### **Carisbrooke High School**

**Sept. 04 – July 07**

#### **Achievements**

- Award for 100% attendance.
- Health and Safety certificate.
- Member of the school football team

### **Work Experience in year 10**

Morrisons, Newport, IOW.

#### **Duties:**

- Receiving and checking deliveries
- Updating records on the computer
- Organising and stacking shelves
- Working as part of a team

### **Interests and activities**

I spend a lot of my time looking after my sister's children and I enjoy organising play and activities for them. I regularly take them home from school and cook their evening meal. I also enjoy socialising and meeting new people. To relax I play computer games and surf the internet.

**References available on request**