

(Provide your full name)

Address (a full postal address needs to be included)

Telephone: (include your mobile number first and any landline you can be contacted on)
Email: (Your contact email address)

Profile

As a school leaver, you won't have enjoyed much work experience to date, so in this section it's important to get across the type of personality you have and what you think your greatest strengths are. For example:-

"An extremely hard working and friendly individual who enjoys communicating with others from different cultures and backgrounds"..... or, if you have had a Saturday job in say, a hairdressers or a restaurant, for example you could write something like "Highly self motivated and outgoing, enjoys ensuring the provision of an exceptional customer service at all times"

Objective

This is the area where you set out what it is you are looking to do. As a school leaver, you are probably heading off to college or on an apprenticeship and as such, will be looking for a small part-time role to support your studies. You need to get that across here so the person reading your CV immediately knows what you are looking for

Education

10 GCSEs Mathematics (B); English (A); Double Science (DD); French (C)
Grades predicted – full results expected Aug 2015

As a school leaver, you may not have your grades yet to include on your CV, so you can put down your predicted ones, as shown above. It's also very important you include the date when you finish school as this gives the reader an indication of how old you are.

Work Experience

Sep 2014 **WH SMITHS**

- Undertaking a two week work experience placement, gaining valuable experience within a variety of areas including customer service, stock control and administration

It is usual practice when in High School to undertake some work experience for a couple of weeks. This is the section where this should be included, noting the date and company name and what you did on a daily basis.

You can also include any voluntary work or Saturday jobs that you may have had, following the same format as above

Key I.T Skills

- Include any computer applications you are comfortable using i.e Word, Excel, PowerPoint etc
-

Other Details

Interests: Let the reader know what it is that you like to do in your spare time; this just gives the interviewer a personal view of you and something to chat about at the end of an interview

References are available on request - References tend to be available on request – make sure you have a couple of people in mind that you can ask.

You mustn't include your date of birth on your professional CV; this is because the document can be used to commit identify theft / fraud if it is on there. As such, employers don't expect to see it so will request it if they absolutely need it.

Try to keep it at just one page – you won't have that much experience so won't need to extend to two

Downloaded from <http://www.totaljobs.com/>

Need a professional CV that makes you stand out from the crowd or your CV reviewing?
Then contact CV Knowhow at www.cvknowhow.com