

## A Guide to writing a CV and Application forms



### What is a CV?

CV stands for Curriculum Vitae. It is a summary of your education and work history in brief form so that an employer can look at what you have done previously. It is useful to have a CV and keep it up to date so you do not forget any work based activities or specific achievements which you might want to include. As this might be your first CV you may not have had a job before, and employers will be understanding of this, but you may have completed some form of work experience or volunteering – even if only for one day, add it to your CV!

You will see there is also a section for you to add in any key skills that you feel you have to offer to a potential employer; you can use this skills health check to help identify any existing skills you may have but not realise it! [Skills Health Check | National Careers Service](#)

Your CV or application form will usually be the first impression of you that an employer has, so it is important to ensure you highlight all your positive skills and personality traits. It is very often difficult for us to write positively about ourselves, but it is important that you are honest yet competitive and try to add something on here to help you stand out from the crowd:

- What is your proudest achievement? This could be anything! I.e. Being captain of your sports team, winning an award in school, an achievement in an out of school club or some volunteering, or simply helping someone in the community to reach something from a high shelf in a supermarket or to cross the road safely; whatever made you feel proud.

Some examples of key skills [buzz words] to start with might be:

- Calm
- Creative
- Helpful
- Hardworking
- Loyal
- Team player
- Trustworthy
- Computer Literate
- Fast Learner

Then think about how to expand on these:

**Helpful;** I enjoy helping people, including supporting my friends with their school work, helping my parents around the house and my elderly neighbour by putting their bins out each week.

**Team player;** I possess solid interpersonal skills and I am always a good team player, whether playing for my [local sports team], or at my drama class or my Duke of Edinburgh group.

The things you write on your CV will likely be very similar to what you included on application forms.

Once completed remember to check over what you have written:

- Are there any spelling or grammar mistakes?
- Do you come across as passionate and hardworking – would you want to employ you?
- If writing an application form have you read the job description and ensured that you have matched the skills, attributes, and essential/desirable criteria they are looking for on your CV or application?
- Is the layout of your CV pleasing to the eye and easy to read (try to fill the page as best you can and add in as much as you can. Even if you have not had a job before, include all the other activities that you have been involved in to date).

Over the page we have included a sample CV that you can use to base your own on but make sure you use your own words to describe yourself.

And finally, you can find lots of additional hints and tips on writing CVs on the internet; but as a starting point you might find the following websites useful:-

[CV advice | National Careers Service](#)

<https://uk.indeed.com/career-advice/cvs-cover-letters/cv-summary-examples>

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### **Name**

Address

Phone number ● email address

Driving licence if held

### **Personal Statement**

I am a highly motivated and hardworking individual, currently working towards my GCSEs/A-Levels. I have taken part in work experience with the support of my school, and from this have learnt much about myself and many of the skills and attributes needed in the world of work.

I feel I am now mature enough to look for employment, learning on the job and continuing my education whilst working as part of an apprenticeship. My ambitions are to train and work hard to become successful in a career in engineering [or hairdressing etc.]....

From a young age I have been interested in how things work [fashion and hair] and always enjoyed construction toys, building many complex models over the years, also designing and creating my own. More recently I have purchased the parts to build my own computer, following u-tube videos on how to do this. By doing so I have saved £100s on the cost of buying a ready built PC – something which I am immensely proud of.

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### **Key Skills**

- Excellent problem solving skills
- Enjoy designing and creating my own models and avatars
- Good communication and presentation skills, developed during my lesson time in school
- Good time keeper, never late with excellent attendance record
- Experience of solid works and all areas of Microsoft Office

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### **Education**

Kineton High School

2017 – 2025

Currently working towards my GCSEs. Predicted grades as follows:

English Literature and Language	4
Maths (Higher paper)	7
Design Technology	6
Combined Science	55
Geography	6
French	4
Computer Science	7

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### **Work Experience**

#### **January 2023 – Present – Southam Food Bank (Volunteering)**

Helping to put away donations and prepare food parcels. Keeping the storage areas clean and tidy and walkways clear of obstacles to avoid trips and slips in the workplace.

#### **August 2023 – Harbury café (Summer Job)**

Worked part time in the café, taking orders and serving customers. Taking electronic and cash payments. Setting up and clearing away tables, cleaning surfaces, adhering to required food safety standards.

#### **12<sup>th</sup> – 17<sup>th</sup> July 2023 - Machine Tool and Design Ltd (Work experience)**

Shadowed the qualified Machine tool operator, learning all about the functions of the machines, different materials used and tooling attachments. Following drawings and how to programme the machines for different jobs. Full health and safety briefing and understanding of risks in the workplace and how to work safely, including the correct use of PPE.

Also spent time in the design office and with the sales teams on Teams calls to customers.

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### **Hobbies and Interests**

- Member of the local Scouts/cubs since the age of 8. Attaining many awards and badges including computer skills, first aid and swimming amongst many others.
- Enjoy designing and creating my own avatars on the PC, also design Minecraft maps to sell on ebay for a small fee. From this activity I saved up enough money to buy the parts to build my own gaming PC.
- Currently self funding a Scuba diving course
- Play Rugby for the school and local club teams

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### **References**

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