

CV Layout

Personal Details

- Name, contact details

Profile/Summary

- An introduction to your key skills & abilities and what you can bring to an employer.

Key Skills

- Bullet point format
- Personal and professional attributes (these can be from within school or outside)

Job History (This can include voluntary work and work experience)

- Provide a brief introduction to the role you held and bullet point the key responsibilities or provide a clear overview of the responsibilities
- List any achievements within your roles

Qualifications

- GCSE's, A-levels etc

Other Skills

- Any you feel would be of interest to your future employer

Hobbies

- If you feel they would make you stand out or are relevant to the role you are applying for