

# What is a CV?.....



.... AND WHY IS IT  
IMPORTANT TO ME?

# **‘CV’ stands for Curriculum Vitae**



**CURRICULUM VITAE IS LATIN  
FOR**

**“COURSE OF LIFE”**

# So what is a Curriculum Vitae?



A CURRICULUM VITAE (CV) IS A SUMMARY OF YOUR EDUCATION AND CAREER. YOU WILL USE A CV TO APPLY FOR JOBS AND WORK EXPERIENCE. EVEN IF YOU ARE APPLYING ON AN APPLICATION FORM, IT IS MORE LIKELY YOU WILL GET NOTICED IF YOU HAND A CV IN FIRST OR WITH YOUR APPLICATION FORM.

DON'T BE TEMPTED TO USE THE TEMPLATES FROM THE INTERNET AS THEY ARE NOT USUALLY APPROPRIATE FOR YOUR AGE AND EXPERIENCE.

# A CV should contain the following.....



**\*CONTACT DETAILS** –YOU'RE NOT LIKELY TO BE HIRED IF EMPLOYERS CANNOT EVEN GET HOLD OF YOU.

**\*A PERSONAL STATEMENT-** (TALK ABOUT YOUR PERSONAL SKILLS- POSITIVE THINGS ABOUT YOUR PERSONALITY SUCH AS BEING PUNCTUAL, TRUSTWORTHY, CONFIDENT ETC.....)  
WHAT ARE YOUR ASPIRATIONS? WHAT DO YOU WANT TO BECOME? WHAT MOTIVATES YOU?)

**\*KEY SKILLS AND ABILITIES** - (TALK ABOUT YOUR SKILLS SUCH AS WHAT YOU CAN DO- GOOD WITH COMPUTERS, NUMERACY SKILLS, CREATIVE)

**\*YOUR QUALIFICATIONS** - (LIST THE SUBJECTS YOU ARE TAKING AND YOUR PREDICTED GRADES IF YOU HAVE THEM)

**\*ACHIEVEMENTS** - (PREFECT, WORK EXPERIENCE, AWARDS, TROPHIES )

# Market yourself!



**MARKETING IS..... THE ACTION OR BUSINESS OF  
PROMOTING AND SELLING PRODUCTS OR SERVICES**

**YOU ARE THE PRODUCT SO ADVERTISE  
YOURSELF!**



# These are two different CV Templates you can use.

## Templates are available on the Academy Careers page and in the LRC

*\* Please note that the left CV should be in black font when you have completed it and it is broken down into colour blocks to help you break it into sections*

Write your name here  
Write your  
address  
here  
Your mobile number  
Your email address

### Personal Statement

(Talk about your personal skills- positive things about your personality such as being punctual, trustworthy, confident etc.....  
What are your aspirations? What do you want to become? What motivates you?)

### Key Skills and Abilities

(Talk about your skills such as what you can do- good with computers, numeracy skills, creative)

### Your School

(Harborne Academy Address and the Years you are here for)

### Your Qualifications

(List the subjects you are taking and your predicted grades if you have them)

### Achievements

(Prefect, Work Experience, Awards, Trophies )

### Interests

(Sports, Outside clubs or groups, leisure, computers, crafts)

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## NAME HERE

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ADDRESS EMAIL MOBILE

### Professional Summary

Talk about who you are and what you are good at

What are your skills?

What do you consider to be your achievements?

What are you looking for?

### Education history

Landau Forte 2017 - 2022

### Predicted Grades

English Language  
English Literature  
Maths

(carry on listing the subjects as above with the grades next to them)

### References

# Now although creating a CV isn't the most exciting thing in the World.....



**..... THEY ARE ESSENTIAL FOR YOUR  
PROGRESSION AND THEY ONLY BENEFIT YOU  
IN THE END!**

**ALL STUDENTS WITHIN YEAR 10 SHOULD HAVE A  
COMPLETED CV**

**ANY QUESTIONS OR FOR FURTHER HELP AND  
SUPPORT CONTACT MS MERRYWEATHER ON  
CLASSCHARTS OR IN C CORRIDOR.**

**CV TEMPLATES ARE ON YOUR UNIFROG ACCOUNTS**