





## **Aims:**

Enable you to have a professional looking personal profile and to produce a CV that you can use for applying to:

- Apprenticeships
- College
- Voluntary work
- Work experience
- Employment – part time or full time
- Higher education

## **Objectives:**

1. Understand what a CV is.
2. Describe why it is important to have a CV.
3. Understand the whole CV process.
4. Put together a professional personal profile.
5. See an example of what a CV may look like in 2030.

What is a CV and why do you need one?



- Your CV advertises you to a potential employer.
- It sells your skills, experience and personal qualities.
- It should make an employer want to take you through to the next stage of the interview process for example an interview or invitation to attend an assessment day.

## Alternatives to a CV:



**Job Application** PRE-EMPLOYMENT FORM  
EQUAL OPPORTUNITY EMPLOYER

**Personal Information**

NAME (LAST, FIRST, MIDDLE)		WORKING WITH ME? YES	
ADDRESS	CITY	STATE	ZIP CODE
PHONE NO.	EMPLOYED BY		

**Employment Desired**

POSITION	WAGE RATE (PER HOUR)	EMPLOYMENT DESIRED
DO YOU HAVE EMPLOYMENT?	IF YES, WHAT DO YOU DO FOR YOUR PRESENT EMPLOYER?	
<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	
DO YOU WANT TO WORK FOR THIS COMPANY? YES/NO	REASON	REMARKS
<input type="checkbox"/> Yes <input type="checkbox"/> No		

**Education History**

	NAME OF SCHOOL	YEARS ATTENDED	REASON FOR STOPPING	DEGREE OR DIPLOMA
GRADUATE SCHOOL				
HIGHER SCHOOL				
COLLEGE				
TRAINED, RECOMMENDED FOR, OR OBTAINED PROFESSIONAL & NO SCHOOL				

**General Information**

RECORDS OF SPECIAL ACTUAL, WORKING, OR SPECIAL TRAINING & REASON


U.S. MILITARY OR NAVAL SERVICE


**Former Employers**

	DATE, MONTH & YEAR	NAME & ADDRESS OF EMPLOYER	TELEPHONE	POSITION	REASON FOR LEAVING
FROM	TO				
FROM	TO				
FROM	TO				

Susan Cameron

25 London Close  
Portsmouth  
Hampshire  
PO6 3EN

Tel: 023 4562 1789  
Mobile: 01234567890  
[susancameron@gmail.com](mailto:susancameron@gmail.com)

Personal and contact details

**Personal Profile:**

A mature, confident and hardworking individual who enjoys keeping busy. Someone that is always looking to develop their skills and improve their understanding around landscaping, construction and gardening techniques. An individual that prefers to work as part of a team and has recent landscaping experience with a local Portsmouth company. Trustworthy, reliable and someone who has good communication skills.

Business like email

**Key Skills:**

- Good ICT skills - Achieved ECDL during Year 10 and achieved a B grade. Proficient and confident in using Microsoft programmes (Word, Excel, Power Point and Outlook). Familiar with Apple Mac and Photoshop.
- Self-motivated and organised - Rather than using the work experience database to find a placement, made an informed choice to contact a different employer and organise own placement.
- Good problem solver - Completed some landscape gardening with a contractor and used problem solving skills to deal with site issues as they arose.
- Ability to work on own and as part of a team - two evenings a week carry out voluntary work at the local Brownle Group, helping young people work on a range of projects and tasks.

Your personal profile

Your experience (jobs, work experience, activities in/out of school or volunteering)

**Paid Employment and Work Experience:**

- Barbara Lloyd, Bricklayer, Portsmouth - Paid employment for 2 days work. General site labourer, mixing mortar and site maintenance.
- Self-employed work over summer holiday (August 2016); cut grass and odd jobs for local elderly people.
- Simon Smith Convenience Store, Portsmouth - Paid employment paper round. From Aug 2016 to 31<sup>st</sup> Dec 2016. Gave up to focus on GCSE's.
- Work Experience (unpaid): All Saints Farm, Hamble. 1 week completed June 2016. Duties included feeding the animals, collecting eggs and rebuilding the chicken runs.
- Premier, Portsmouth - Paper round. From Jan 2013 to Aug 2015. Store closed down.

Make sure:

- No more than 2 sides of A4
- List things chronologically (most recent first)
- When applying for a job, make sure your profile mentions skills that are required in the advert/job specification. Be prepared to back up these skills with examples!

**Education:**

- Name of School, St Bede's Road, Portsmouth. PO12 3BV  
From September 2012 to June 2017.

Education

**Qualifications:**

GCSE Maths B predicted  
GCSE Double Award Science (Core and Additional) BB predicted  
GCSE English Language B predicted  
GCSE English Literature B predicted  
GCSE Product Design B predicted  
ECDL - Grade B achieved August 2016  
Basic First Aid - passed September 2015

Qualifications

**Interests:**

- Landscape Gardening - enjoy bringing old gardens back to life.
- Doing odd jobs and gardening for older people in the local community - believe that it's important to help others who can't do tasks for themselves and give something back.
- Cycling - cycle everywhere as it is fun and it also helps fitness levels.

**References:**

Available upon request

References - no need to include details on CV.  
Make sure you have two referees and have asked permission to give details when requested.

## Personal Profile

### Hints and Tips:

- Who are you?
- What can you offer?
- What are your career goals?
- You have 30 seconds to sell yourself to an employer.
- Consider bullet pointing your answers while drafting your personal profile.
- Use the job description to help you identify specific skills/qualities an employer is looking for.
- Avoid using “I” in your personal profile.
- A great personal profile will encourage an employer to carry on reading through your CV.

## What will CVs look like in 2030?

This is what the CV of 2030 might contain:

- An anonymous ID number + personal imprint.
- Practical experience working with automation tools, chatbots and human interface technologies.
- Nano degrees and certifications in advanced tech skills.
- Bio-enhancing to improve human abilities.
- <https://www.michaelpage.co.uk/future-firsts/future-cvs>

*CV Template:*

- Personal Profile:
- Key Skills:
- Paid employment/work experience:
- Education:
- Qualifications:
- Interests:
- References:





# CAREERS

## Job Research:

- Consider looking at ALL options open to you. You can apply to more than one College/Sixth Form and you can also apply for apprenticeships and college as a backup.