

## CV writing template

Name  
 Email address  
 Address  
 Linkedin (if you have created one)

### Personal Statement:

A brief statement about you to grab the attention of the employer; imagine this is the bit they remember!

Sentence 1: Who you are & what you are looking for; 'I am a student from \_\_\_ College with 3 predicted B's in A Level looking to gain experience in the STEM industry'

Sentence 2: What you can offer from your skills & experience 'Through my time on the fundraising committee at sixth form, I have experience of team-work, meeting deadlines & communicating with various audiences'.

Sentence 3: End with your career goals; 'My career goal is to become a chartered engineer in mechanical engineering'

### Experience:

Company/charity/organisation

Position

Dates worked

- Include any work experience you have here. This could be part time jobs, helping organise an event at school, a school committee, volunteering

Company/charity/organisation

Position

Dates worked

- Bullet point the responsibilities you held in each role.

### Education:

College/Provider/Sixth Form

Level of qualification (BTEC/A Levels)

Grades achieved

Dates

College/Provider/Sixth Form

Level of qualification (GCSES)

Grades achieved

Dates

### Extra Curricular Activities/Hobbies/Skills:

- Is there anything you haven't yet included which shows who you are/why you would be suitable?
- This could include; skills (maybe you are first aid trained/a member of a public speaking club at school/a mental health ambassador) You could discuss the ThinkHigher Programme here & the skills you gained.
- Try to keep fonts the same, a couple of colours which fit well together and a simple, easy to read format.
- Remember, a CV should be individual to you. Research CV templates online, change the design to suit you and help you stand out.