

# CV

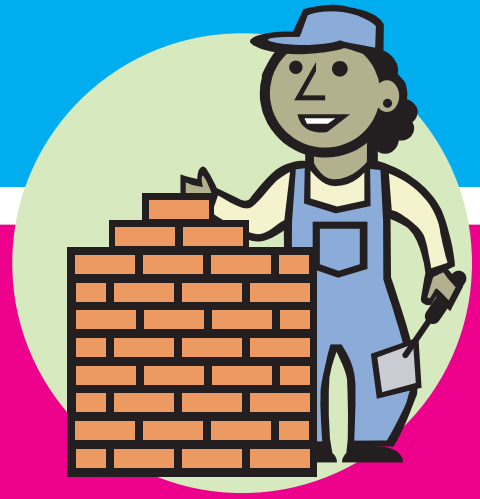
## Writing Pack



Before writing your CV it is helpful to think about yourself.

Read the suggestions and complete the tasks to prepare yourself for writing a really good CV.

# Skills and Qualities



Do you know your skills and qualities?

Tick 6 which best describe you.

Skills and qualities	✓
Hardworking	
Confident	
Good with money	
Good at solving problems	
Organised	
Computer literate	
Trustworthy / reliable	
Honest	
Patient	
Able to drive	
Enthusiastic	
Flexible / adaptable	
Good with numbers	
Confident talking to people	
Good on the telephone	
Friendly	
Ambitious	
Creative	
Uses own initiative	
Punctual	



Look at some  
personal profiles

An enthusiastic, self motivated individual who is punctual and hardworking. Some experience in the construction industry and a full driving licence.

A lively and self motivated worker who is keen to learn new skills and always willing to help and support others in the team. Honest, trustworthy and good with money.

I am a keen and hardworking school leaver, who is seeking work experience in animal care on the Isle of Wight. I am flexible and organised, with the ability to work independently or as part of a team.

A creative and computer literate young person with a varied portfolio and experience in illustrating a school magazine. Enthusiastic and motivated with a keen interest in learning new skills.

A confident and polite individual, who is good at speaking to members of the public. I am good at managing a budget and organising my workload and with the ability to work under pressure.

# Skills and Qualities

Now write your personal profile.



A large rectangular area with a red border, containing 20 horizontal red lines for writing.

# Hobbies / interests



Look at the useful words and phrases and write about your hobbies and interests.

## Some useful phrases

- ⊙ I like
- ⊙ I enjoy
- ⊙ I am interested in
- ⊙ I am keen on
- ⊙ I have a passion for
- ⊙ I have achieved
- ⊙ I have taken part in

## Some examples

- ⊙ I like going to the cinema and socialising with friends.
- ⊙ I have a passion for computer graphics and I have designed flyers for a local band.

Write about your hobbies and interests in the space below

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# Writing about achievements



Think about some important things you have done

## Some ideas:

- ⊙ Looking after younger sister or brother
- ⊙ Sport
- ⊙ After school clubs
- ⊙ Fund raising
- ⊙ Projects with the community
- ⊙ Certificates for hard work or attendance
- ⊙ Prizes for special work

## For example:

### Achievements

- ⊙ Member of local football team
- ⊙ Gained certificate for full attendance
- ⊙ Served buffet during open evening for parents
- ⊙ Took part in school play

## List your achievements

⊙
⊙
⊙
⊙
⊙
⊙
⊙
⊙
⊙
⊙
⊙

# Writing about your chosen career

Think about what type of work you would like to do

Tick the job you are most interested in or write your choice:

- |  |   |
|--|---|
| <input type="checkbox"/> Actor         | <input type="checkbox"/> Fast food worker           |
| <input type="checkbox"/> Administrator | <input type="checkbox"/> Florist                    |
| <input type="checkbox"/> Animal carer  | <input type="checkbox"/> Hairdresser                |
| <input type="checkbox"/> Baker         | <input type="checkbox"/> Kitchen porter             |
| <input type="checkbox"/> Beautician    | <input type="checkbox"/> Motor Mechanic             |
| <input type="checkbox"/> Boat builder  | <input type="checkbox"/> Nurse                      |
| <input type="checkbox"/> Bricklayer    | <input type="checkbox"/> Nursery nurse              |
| <input type="checkbox"/> Butcher       | <input type="checkbox"/> Plumber                    |
| <input type="checkbox"/> Carer         | <input type="checkbox"/> Police officer             |
| <input type="checkbox"/> Carpenter     | <input type="checkbox"/> Prison officer             |
| <input type="checkbox"/> Chef          | <input type="checkbox"/> Receptionist               |
| <input type="checkbox"/> Childcarer    | <input type="checkbox"/> Sailor                     |
| <input type="checkbox"/> Childminder   | <input type="checkbox"/> Sales assistant            |
| <input type="checkbox"/> Cleaner       | <input type="checkbox"/> Secretary                  |
| <input type="checkbox"/> Dental nurse  | <input type="checkbox"/> Soldier                    |
| <input type="checkbox"/> Dentist       | <input type="checkbox"/> Teacher                    |
| <input type="checkbox"/> Designer      | <input type="checkbox"/> Travel agent               |
| <input type="checkbox"/> Doctor        | <input type="checkbox"/> Waiter / waitress          |
| <input type="checkbox"/> Driver        | <input type="checkbox"/> Welder                     |
| <input type="checkbox"/> Electrician   | <input type="checkbox"/> Window cleaner             |
| <input type="checkbox"/> Estate agent  | <input type="checkbox"/> Youth worker               |
| <input type="checkbox"/> Farmer        | <input type="checkbox"/> Other <input type="text"/> |
| <input type="checkbox"/> Fire fighter  |   |

# Work Experience



## Have you had any work experience?

- Have you done work experience through school?
- Have you helped friends and family?
- Have you babysat?
- Have you had a paper round?

Write details of your jobs and duties below (most recent first)

Name of company	Dates
Job role	
Duties	
<input type="radio"/>	
<input type="radio"/>	
<input type="radio"/>	
<input type="radio"/>	
<input type="radio"/>	

Name of company	Dates
Job role	
Duties	
<input type="radio"/>	
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# CURRICULUM VITAE

Jane Mitchell  
6 Orchard Road  
Newport  
Isle of Wight  
PO30 5OS  
Telephone number: 01983 500645

## Personal Profile

A confident, hard working young person who is trustworthy and reliable. Some experience in child care and always keen to learn new skills.

## Key Skills

- Being responsible for children
- Preparing meals
- Preparing and organising play and activities
- Basic computer skills
- Awareness of health and safety

## Education and achievements

Isle of Wight College, Newport, IOW

Sept. 06 - July 07

Coolspot Learn Direct Course

Qualifications:

Basic Computer Skills	Pass
Application of Number Level 1	Pass
Literacy Level 1	Pass

Carisbrooke High School

Sept. 03 - July 06

Achievements

- Award for 100% attendance.
- Health and Safety certificate.
- Member of the school football team

Work Experience in year 10

Morrisons, Newport, IOW.

Duties:

- Receiving and checking deliveries
- Updating records on the computer
- Organising and stacking shelves
- Working as part of a team

## Interests and activities

I spend a lot of my time looking after my sister's children and I enjoy organising play and activities for them. I regularly take them home from school and cook their evening meal. I also enjoy socialising and meeting new people. To relax I play computer games and surf the internet.

References available on request