

# CV

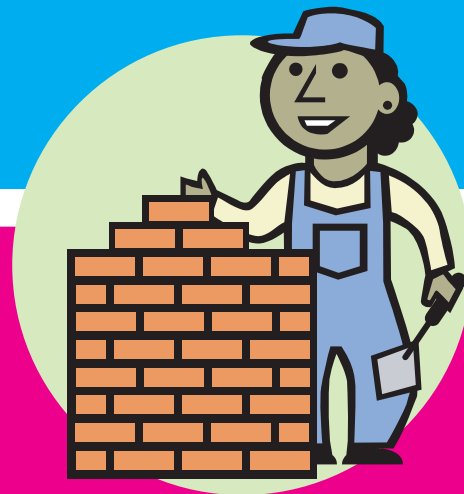
## Writing Pack



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

---

---

---

---

---

---

---

---

---

---

# If you are waiting for your GCSE results



## Write your predicted grades

For example:  
Sandown High School      Sept 2003 - July 2006

<b>GCSEs</b>	<b>Predicted Grades</b>
English Language	C
English Literature	D
Mathematics	D
Art	A
Drama	B

## Now write your predicted grades

	School	Dates
GCSEs		Predicted Grades

# 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
- ⊙ Served buffet during open evening for parents
- ⊙ Gained certificate for full attendance
- ⊙ 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"/>	
<input type="radio"/>	
<input type="radio"/>	
<input type="radio"/>	
<input type="radio"/>	

# 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



# Where to find us

For centre opening times and outreach centres visit [www.connexions-southcentral.org](http://www.connexions-southcentral.org)

## Aldershot

Unit 6/7  
Low Walk  
Wellington Centre  
Victoria Road  
Aldershot  
GU11 1DB  
Phone:  
01252 324037

## Andover

Winchester House  
Winchester Street  
Andover  
SP10 2EA  
Phone:  
01264 352289

## Basingstoke

Sun Alliance House  
37-41 Wote Street  
Basingstoke  
RG21 7NF  
Phone:  
01256 819576

## Bordon

Bordon Youth Centre  
Mill Chase Community School  
Mill Chase Road  
Bordon  
GU35 0ER  
Phone:  
01420 488235

## Cosham

53A High Street  
Cosham  
PO6 3AX  
Phone:  
023 9222 1278

## Eastleigh

24 High Street  
Eastleigh  
SO50 5LD  
Phone:  
023 8065 3619

## Fareham

189-199 West Street  
Fareham  
PO16 0TB  
Phone:  
01329 827504

## Farnborough

39 Victoria Road  
Farnborough  
GU14 7PA  
Phone:  
01252 548434

## Gosport

I-Stop  
St Vincent College  
Mill Lane  
Gosport  
PO12 4QA  
Phone:  
023 9250 2456

## Havant

1 George Court  
11 North Street  
Havant  
PO9 1ET  
Phone:  
023 9248 4365

## Isle of Wight

29 High Street  
Newport  
Isle of Wight  
PO30 1SS  
Phone:  
01983 525927

## New Forest

Claypits Lane  
Applemore  
Dibden  
SO45 5TN  
Phone:  
023 8087 7960

## Portsmouth

Connexions  
at Go For It  
Station Street  
Portsmouth  
PO1 1EQ  
Phone:  
023 9273 2450

## Ringwood

5 Monmouth Court  
Southampton Road  
Ringwood  
BH24 1HE  
Phone:  
023 8087 7960

## Southampton

126 Above Bar Street  
Southampton  
SO14 7DU  
Phone:  
023 8022 8557

## Waterlooville

256 London Road  
Waterlooville  
PO7 7HG  
Phone:  
023 9226 7815

## Winchester

4 St George's Street  
Winchester  
SO23 8BG  
Phone:  
01962 877386



Website: [www.connexions-southcentral.org](http://www.connexions-southcentral.org)

## connexions direct



Text: 07766 4 13 2 19



Phone: 080 800 13 2 19



Website: [www.connexions-direct.com](http://www.connexions-direct.com)



Opening Hours: Connexions Direct is available  
8am to 2am seven days a week

## Our commitment to you

We want to make sure that the service we provide meets your needs. If you would like to make a particular comment, suggestion or complaint, please write to:

Pamela Charlwood  
Chief Executive - South Central Connexions  
West Wing - Eagle Point, Little Park Farm Road,  
Segensworth West, Fareham, Hampshire, PO15 5TD.

Or, visit our website and fill in an on-line comment, complaint, or compliment form.

We would like to thank Susan Slemmings from Connexions Isle of Wight for her help in producing this publication.