***CV Template for you to use***

**Full Name**

**Address**

**Phone Number**

**Personal Email Address**

**Personal profile**

*This is all about you – your personal skills & qualities – what your friends & family might say about you. Are you reliable, loyal, friendly and caring/ Are you quiet and hardworking or are you someone who likes to get involved in class discussions and new challenges?*

**Education**

**Name of school** Rushey Mead Academy

**Attended from** *Month & Year*

**Attended to** *Month & Year*

**Qualifications**

*List GCSE/BTEC subjects and predicted grades*

*Also include GCSEs you might have taken early and their actual grades*

**Achievements**

*both in and outside school – DofE, badges & certificates in recognition of hard work in various subjects in school. Starter buddy, Maths ambassador, Graduation, Leadership badges etc. Outside school – sporting achievements, etc*

**Work Experience**

**July 2022 – LEBC Virtual work experience** *– what did you do and what did you learn from this?*

*Have you helped a family member in their business during the holidays – when did you do this (month & year), what did you do and what did you learn from this?*

**Hobbies & Interests**

*In and outside Rushey Mead – after school clubs, sports clubs outside school, helping out at mosque or temple, charity fundraising, art, music, cooking, online gaming, social media, Netflix – what type of dramas or films do you enjoy -horror, romance, real life crime documentaries etc. Do you care for younger siblings or relatives?*

**References available on request**

*This is all you need to put on your CV at this time.*

**CV Example**

**Full Name** Olivia Eastwood

**Address** 24 Holly Lane, Leicester, LE4 4HP

**Phone Number** 0777777777

**Personal Email Address** oatwood68@gmail.com

**Personal profile**

I am quite quiet and hardworking and my favourite subject in school is English Literature. I enjoy studying books and reading books about poetry. I also enjoy watching true crime documentaries in my spare time. I am quite a shy person; however, I do try to put myself forward to take on new challenges. Most recently, I set up a Reading group to help Year 7 students. I would like to study Law at university as I want to become a barrister in the future.

**Education**

**Name of school** Rushey Mead Academy

**Attended from: -** August 2018

**Attended to: -** Present Day

**Qualifications**

GCSE English Language Predicted grade 5

GCSE English Literature Predicted grade 6

GCSE Mathematics Predicted Grade 4

GCSE Science Predicted grade 44

GCSE French Predicted grade 4

GCSE History Predicted grade 6

GCSE Media Predicted grade 6

GCSE RE Predicted grade 6

**Achievements**

I received silver certificates in most of my subjects to recognise my hard work. For English Literature I received a certificate and a badge as I had achieved the highest grades for my homework and classwork for a whole month. I volunteered to be a starter buddy to help a Year 7 student settle in at the start of term and I also set up a reading club in the library for Year 7 students to help them improve their reading. I also graduated with honours in the Rushey graduation which recognises personal qualities, care, and kindness to others through Rushey 1,2,3. This is the achievement that I am most proud of.

**Work Experience**

**July 2022 – LEBC Virtual work experience** *–* I took part in the 2-day virtual work experience in July 2022, and I chose Law. I learned about the personal skills needed to become a successful barrister, and about the other careers available in Law. I also learned that there are degree apprenticeships available in Law – this is something I did not know before.

In the summer holiday, I had the opportunity to help my uncle in his business. My uncle is an accountant. I learned about working in an office environment and helped him with filing paperwork, printing and preparing simple spreadsheets.

**Hobbies & Interests**

Outside of Rushey Mead, I help my mum with my younger siblings. My younger brother has ADHD and I help by keeping him occupied and playing with him while my mum is cooking and doing jobs around the house. I also enjoy writing poetry and drawing – these are good activities to help me when I am stressed. I also watch true life crime documentaries on Netflix, and this has encouraged me to want to study Law in the future.

**References available on request**