

CV TEMPLATE AND BUILDER RESOURCE FOR TEENAGERS

This is a simple guide to get you started. When you create your CV remember to check your spelling and the flow of sentences. Use a reader friendly font like arial 12, Make it yours! Don't include your birth date (unless specifically asked). Ask someone to read through it and check spellings etc. A good CV should be no longer than 2 pages - prospective employers will read through plenty so keep it simple and relevant

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- Write your name and address at the top centre
- Don't write CV anywhere- employers know what it is
- Don't cram in information
- Do use bullet points!

Profile

I am studying Childcare at City of Bath College and I am seeking part-time employment during my studies.

I am enthusiastic and keen to learn new skills. I am a good team player and am confident to work on my own. I am honest, reliable and have good time keeping skills. I take great pride in my work and appearance.

Education

GCSE:
Childcare 7
Media 6
Art 5
Food tech - pass
Maths 5
English Lit 8
English Lang 6
Science (double) 5

Your profile should be a maximum of 5 sentence's which sell your skills and make an employer want to read your CV

Waiting on exam results? Just write 'results pending'. Include other achievements e.g. music exam/ Asdan/ duke of Edinburgh

Have you ever worked? a paper round? baby sitting? or working for neighbours? - put it in here. Include any paid or unpaid work. Describe the skills you used to complete the job. Keep it brief.

Work experience

Blossom Beauty Salon. I looked after customers by providing refreshments, answering the telephone and booking appointments. I helped to upkeep the image of the Salon by tidying up and sweeping the floors, I am able to provide a range of beauty treatments under supervision.

Weekly Babysitting- responsible for child during parents' absence

Interests

I attend my local youth hub and join in with a range of activities. I follow fashion and music and enjoy socialising.

References on request

Your teacher/
Employer/
Youth Worker

Never lie on your CV. If you don't have a skill they are asking for say you have the ability to learn and would use the opportunity to develop new skills.

Building your CV

Here are some ideas to use to describe your 'Key Skills'. Mix and match them up to suit your character or add your own. Try to keep it professional. You can add to your CV as you move jobs and gain experience.

- Quick to learn
- Excellent knowledge of.... (IT/health and safety)
- Hardworking
- Punctual
- Well organised
- Reliable
- Confident
- Outgoing
- Friendly and approachable
- Self motivated
- Caring
- Excellent IT skills
- Effective communicator
- Excellent communication skills
- Team player
- Good financial knowledge
- Well presented
- Take pride in my work



Use Business like phrases

Starting your personal profile; 1st sentence example

"I am hardworking (key skill) and well organised (key skill) individual"

"I am self motivated (Key Skill) individual looking to start my career"

"I am a (current job title) with considerable/ X numbers of years experience within the (job sector) environment" - only use this if you are currently working and looking for another job.

Always make your personal profile sound like you haven't written it yourself. If you don't use a certain word with your friends don't use it in your personal profile. Your 'voice' in your CV helps employers know who you are and you might be just what they are looking for.

Your middle sentence's help build up a picture of your abilities. You could pick 3 from these examples or create your own:

"I am a good planner, very organised with a methodical approach to given tasks."

"I have good communication skills with the ability to relate to a wide range of people/ customers/clients."

"I integrate easily and I am able to work unsupervised or as part of a team"

"I am self motivated but able to follow instruction."

"I can use IT and I am familiar with Microsoft office and other software Packages"

"I am motivated and always strive to achieve my goals."

"I am able to work under pressure and meet targets."

"I am quick to learn and able to adapt to a new environment."

"I am self motivated and reliable."

Your last sentence explains why you want the job:

"I am looking to start my career in (job sector) and feel that I will benefit from working for(company name) and developing my skills."

"I am willing to work flexibly to meet the demands of the job."

"I am looking for a new challenge in the (job sector)."

"I am hoping that this position will continue my personal development and skills as a (job title)."

PROFILE EXAMPLE 1

"I am hardworking, reliable and honest person. I have good communication skills with the ability to relate to a wide range of people. I integrate easily and I am able to work unsupervised or as part of the team, I am highly motivated and have a wide range of skills, I am able to prioritise my workload, plan and organise with a methodical approach to any given task"

PROFILE EXAMPLE 2

"I am a reliable school leaver, with excellent communication skills. I can work well in a team or on my own. I am hard working and enjoy a challenge. Self motivated with a caring personality, I work well under pressure. I am looking for a position which will allow me to develop my skills and experience to enter in to the (job sector)"

Key responsibilities for certain jobs

Sometimes its hard to remember what you have done in previous jobs and think about what you actually did...

The pages below detail some key responsibilities you may have held. Remember don't lie on your CV. If you haven't done certain tasks don't include them. It's good to remember that things such as 'customer service' or 'knowledge of health and safety' are "transferable skills"- skills you can use in other jobs and sectors- so make sure you include them if you had any of those responsibilities.

Admin assistant:

Ordering stationary supplies

Answering the phone and directing calls

Greeting clients and visitors

Using a range of equipment

Managing diaries

Updating databases

Dealing with the post

Filing

Bar Work:

Serving drinks/ snacks and food to customers

Taking orders and processing payments

Dealing with problems and complaints

Assisting with promotions

Keeping the bar area well stocked and clean

Catering assistant:

Knowledge of food regulations and health and safety

Assisting with deliveries

Storing food safely and rotating stock

Disposing of waste and recycling

Using a range of catering equipment



Builder/ Brick layer

Measuring work areas, setting out first courses and damp courses

Cutting bricks and mixing mortar.

Using tools correctly and safely

Correctly measuring and spacing materials

Working to a deadline



Child care assistant:

Managing routines for the children

Personal care including bathing, dressing, changing nappies and making up feeds

Providing food in accordance with food standards and knowledge of allergies

**Recording information to monitor growth and development
Helping older children to go to the toilet**

**Leading fun and stimulating activities
Agreeing care plans with parents**

Supporting new (and existing) parents with drop off



Retail assistant:

Greeting customers in a welcome environment

Advising about merchandise

Processing payments and refunds

Dealing with complaints

Stock rotation