



Careers in the Curriculum: English CV Writing Lesson

The following presentation is an abridged version of the full lesson taught to Year 9 students in English.

1 - Contact Information

At the top of your CV, you need your name, home address, mobile number, and email address. If you don't know any of this today, leave it blank for now and complete it later.

2 - Personal Profile

Write a short description of yourself (around 100 words). This should focus on your **positive qualities**. You could include:

- The sort of person you are
- Your good qualities
- What other people might say about you
- What you do in your spare time
- What subjects you enjoy at school
- What job or career you'd like in the future

Have a quick go at describing yourself to the person next to you now! Use the bullet points above to help!

3 - Qualifications

You don't have any formal qualifications yet, but you will soon! In this section you list all the exams you have ever done and what grades you get! This is why good grades are so important as they are one of the first things an employer will see on your CV!

For now, you just need to list the subjects you are taking in Year 10/11 and the date you will receive these (the August in the year you finish Year 11)!

If you are writing this CV towards the end of Year 10/11, you could add a predicted grade to the grade column. This is just the grade you think you will get. Make sure you put a (P) next to it, if you do this!

| Subject | Qualification | Grade | Date |
|--------------------|---------------|-------|-------------|
| English Language | GCSE | | August 2027 |
| English Literature | GCSE | | August 2027 |
| Maths | GCSE | | August 2027 |
| Science | GCSE | | August 2027 |
| Food Technology | GCSE | | August 2027 |

4 - Work / Work Experience

This section might be empty for now, but some of you may already have experience! Include any **volunteering** too—even things like helping at school events or open evenings.

For each job or volunteering role, list them from **most recent to oldest**. Include:

- The **date** (approximate is fine)
- The **name of the place**
- A **job title** (what you mainly did)
- A **short summary** of your responsibilities

| Dates | Employer/Organisation | Job Title | Description of Responsibilities |
|---------------------|-----------------------|-----------------|---|
| October 2023 | Huntington School | Volunteer | I volunteered at the Year 6 Open Evening. I was responsible for greeting guests and showing them around school. |
| June 2022 - Present | Strensall Tigers | Assistant Coach | I am an assistant coach for the Strensall Tigers Under 9s football team. I am responsible for helping to setup sessions and I also often lead warm ups. |

5 - Awards & Achievements

List any achievements or awards you've earned and the approximate date you did them.

It could be things like:

- First aid qualification
- Ran a 5k
- Won "Players' Player of the Season"

But, don't forget all the stuff you have done in school like PSHE lessons and careers days/events like the Aspirations Fair! These are all logged on [Unifrog](#) if you want to log in and check - just go to your Interactions!

Remember, your Unifrog log-in is your school email and whatever password you made up!

6 - References

List **two people** who know you well and would say good things about you. These are the people a future employer might contact to check you're suitable for a job.

Include:

- Their **name**
- How you know them
- Their **address** and **contact details** (email and/or phone number)

Most people use their form tutor as one of their references. Try to avoid family members—unless you've worked for them! Any contact details you don't have can be left out for now, but don't forget to add them later!

Finally, Make sure your CV is saved and make sure you know where to find it!

If you would like Mr Daniel to check your CV, you can send it to him at s.daniel@huntington-ed.org.uk