

# CV Template

Stick to **two sides maximum** and avoid overlapping a section where possible. If you want to get the job you are after, you want your CV to stand out for the right reasons. Keep it easy to read and tidy looking... it subliminally says a lot about you that you want them to think! Also think of the Seven Cs: How can you illustrate confidence, curiosity, collaboration, communication, creativity, commitment and craftsmanship?

The Tab key is a very useful key to help you create columns without creating tables.



## Useful Phrases

### Alternatives to 'I am good at...':

- I am skilled at (or with)...
- Excelling at...
- I am exceptional at...
- I am competent in...
- With the ability to...
- I have a talent for...
- I am familiar with...
- I am adept at...
- I am qualified to (or in)...
- I am especially skilful at...

### Alternatives to 'I am interested in...':

enthusiasm, passion for, excited by, keen on, eager to learn about.

### Think about using some of these words to sell yourself in a letter, email or CV:

Able	Dependable	Keen	Reliable
Accurate	Determined	Loyal	Resourceful
Adaptable	Effective	Motivated	Responsible
Ambitious	Efficient	Outgoing	Thorough
Calm	Enthusiastic	Organised	Versatile
Capable	Flexible	Persistent	Willing
Competent	Hardworking	Practical	
Confident	Honest	Punctual	

### Barclays' LifeSkills:

Whether you want to build up your self-confidence or you are not sure where to start with your CV, Barclays' LifeSkills can help you with the key skills you need to help you get where you want to be.

[www.barclayslifeskills.com/key-skills](http://www.barclayslifeskills.com/key-skills)

Name: Mr John Luke Travis  
Date of Birth: 12 February 2000  
Age: 16  
Address: 12 Davey Road  
Norwich  
NR4 3DF  
Home: 01603 498890  
Mobile: 07770 542443  
Email: jtravis@bsinterweb.co.uk

## Personal Statement

I have the ability to work well with others as part of a team, both young people and adults, and have had leadership experience. For example, during the summer 2017, I took part in a four-week project with the National Citizen Service where I gained in confidence working with new people. I have experience of using Microsoft Office software: Word, Excel and PowerPoint; sending emails and researching information online. I am a punctual and reliable person, always willing to help others.

## Education and Qualifications

2012 - present      Thorpe St Andrew School and Sixth Form,  
Laundry Lane, Norwich, NR7 0XS

### AS Levels (Current Level of Performance)

Mathematics	B
Biology	C
Art	C

### BTECs (Current Level of Performance)

Business	Distinction
----------	-------------

### GCSEs (June 2017)

English Language	C	History	B
English Literature	B	PE	C
Mathematics	A	Catering	C
Additional Science	B		

### GCSEs (June 2016)

Science Core	B	Design Technology Food	C
--------------	---	------------------------	---

2016      St John Ambulance, Norwich  
First Aid Qualification

## Work Experience

2016 October: 1 Week	H & S Accounting, Ipswich Road, Norwich, NR2 2DL Financial Assistant My duties included ... I gained experience in ...
2013 – present	JT's Newsagent, Borrofield Road, Norwich, NR4 4DE General Assistant My duties included helping customers, stocking shelves and checking current stock.

## Hobbies and Interests

I enjoy listening to music, ...

*[Think about what your hobbies say about you. 'Enjoys socialising' can sound like an out-going person but also who is always out with their friends! Sound varied and so you can emphasise the personal skills you have acquired doing that hobby, for example, rock climbing means you can talk about keeping fit, but also the concentration involved and determination to reach goals set. Include dates of how long you have been doing a hobby and any qualifications obtained. Think of the w-words: what, where, when, who, why. Give examples.]*

## Referees

Mr G Jones Sixth Form Tutor Thorpe St Andrew School and Sixth Form Laundry Lane Norwich NR7 0XS	Ms J Garrett Piano Teacher 45 Wensum Drive Norwich NR3 2DT
--	--

*[Do everything you can to make your CV readable and that it maintains the employer's interest. Give them the truth but in an attractively-written way but which leaves plenty for you to add to in the interview.]*