

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, and not using the space bar to excess!



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
Confident	Hardworking	Practical	Competent
	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

Name: Mr John Luke Travis
Date of Birth: 12 February 1993
Age: 15
Address: 12 Davey Road
Norwich
NR4 3DF
Home: 01603 498890
Mobile: 07770 542443
Email: jtravis@bsinterweb.co.uk

Key Skills

- Noted ability to work well with others, including customers, and have had leadership experience.
- Experience of using Microsoft Office software: Word, Excel and PowerPoint.

Education and Qualifications

2010 -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
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GCSEs (June 2015)

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

GCSEs (June 2014)

Science Core	B	Ethics	C
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2014 St John Ambulance, Norwich
First Aid Qualification

2015 Associated Board of Music
Piano, Grade 5

Work Experience

- 2014
October: 1 Week H & S Accounting, Ipswich Road, Norwich, NR2 2DL
Financial Assistant
Responsible for ...
I gained experience in ...
- 2013 – present JT's Newsagent, Borrofield Road, Norwich, NR4 4DE
General Assistant
Responsible for 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	Ms J Garrett
Sixth Form Tutor	Piano Teacher
Thorpe St Andrew School and Sixth Form	45 Wensum Drive
Laundry Lane	Norwich
Norwich	NR3 2DT
NR7 0XS	

[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.]