

A Step by Step Guide How to write a CV

Step 1 What Is a CV?

A CV is a document that shows an employer:

- Who you are
- What you've done
- What skills and qualities you have
- Why you're suitable for the work experience role

Even if you've never had a job before, you can still write a strong CV by including your education, interests, skills, and any volunteering, clubs, or school projects in which you have participated.

Step 2 Structure of a Student CV

Your CV should include these sections:

1. Contact Details
2. Personal Statement
3. Education
4. Skills
5. Experience (e.g. volunteering, clubs, school projects)
6. Achievements / Interests
7. References

Step 3 Start Writing

1. Contact Details

Put these at the very top of your CV:

- Full Name
- Email address (use a professional one)
- Phone number
- Optional: Address (or just your town)

Example:

Alex Morgan
alex.morgan01@gmail.com
07512 345 678
Leeds, West Yorkshire

2. Personal Statement (3–4 lines)

This is a short paragraph introducing yourself, your goals, and why you want the placement.

Example

I am a Year 10 student at Greenhill School with a keen interest in science and technology. I am seeking a work experience placement where I can learn more about how these subjects are used in real-world careers. I am reliable, eager to learn, and always willing to try new challenges.

3. Education

List your current school, year group, and subjects (include any predicted grades if known).

Example:

Greenhill Secondary School, Leeds

Year 10 student (2024–present)

Subjects: English, Maths, Science, History, Art, French, PE, Computer Science

Predicted Grades: 7s and 8s (GCSE)

4. Skills

Think about soft skills (personal qualities) and technical skills you've learned.

Examples:

- Good communication
- Teamwork
- Time management
- Problem-solving
- Basic computer skills (e.g. Microsoft Word, Excel, Google Docs)

You can list these in bullet points or write 2–3 sentences explaining them.

Example

I have strong communication skills developed through group work in class projects. I am confident using computers and have experience creating presentations and documents using Microsoft Office and Google Workspace.

5. Experience (Even if you have not had a job!)

Include anything that shows responsibility, learning, or teamwork ie

- School roles (e.g. prefect, buddy system)
- Volunteering (in school, church, Scouts, etc.)

- Clubs (e.g. drama, debate, sports teams)
- Projects (e.g. a science fair, Duke of Edinburgh, coding challenge)

Example

Library Helper – Greenhill School (2023–2024)

Helped organise and return books during lunch breaks. Developed organisational skills and worked independently under supervision.

6. Achievements / Interests

This is your chance to show who you are outside of school ie

- Awards (e.g. Headteacher's Award, sports medals)
- Music grades or sports teams
- Personal interests (e.g. creative writing, gaming, robotics, chess)

Example

Outside of school, I enjoy writing short stories and am a member of a local athletics club. I recently won a school-wide creative writing competition.

7. References

You don't need to list names here unless asked. Just write:

References available on request.

If the employer asks, you can give the name and contact details of a teacher or form tutor who can vouch for you.

Step 4 Final CV Tips

Keep it short – 1 page is enough

Use a simple font like Arial or Calibri

Check spelling and grammar carefully
Save as a PDF before sending
Name your file clearly (e.g. *AlexMorgan_CV.pdf*)

Step 5 Summary: What Employers Want to See

Even if you do not have job experience, they want to know:

- You are motivated and willing to learn
- You are reliable and responsible
- You have interests or skills that could help you fit in