

CV Planner

Personal Details

It is important that employers can contact you easily. Ensure that you check your phone for voice mail messages and your email account (including your spam/junk folder) regularly. Does your voice mail message have an appropriate message that you would be happy for potential employers to listen to? What about your email address, does it look professional?

Name:
Address:
Telephone number – home:
Telephone number – mobile:
Email address:

Personal Profile

Describe yourself using the list of skills and qualities on the last page. Remember to provide an example for each skill or quality as evidence. This can be from school, your interests, work experience, part time work or volunteering.

My skills and qualities (with examples):

Employment History and Work Experience

List your experiences in date order, starting with the most recent. Don't forget to include any part time jobs, volunteering or school work experience. Have you done any volunteering for Duke of Edinburgh Award? Have you had a paper round or done any babysitting? These are all valuable experiences and should be included.

Job Title	Employer	Date from	Date to
<i>A brief description of the duties involved and the skills you have used in this job.</i>			
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Education and Training

State the name of the school you attended and list the qualifications you have achieved and where / when you studied. List them in date order starting with the most recent. If you haven't yet taken any exams, list the ones that you will be taking along with the date you will take them as well as your predicted grades.

School Name: Address:	Dates attended From: To:
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Qualifications	
Subject	Grades
<i>Example: GCSE English Language</i>	<i>4</i>

Interests and Achievements

Use this to give the employer an idea of the type of person you are. Also include certificates achieved, such as First Aid, Duke of Edinburgh Award.

My interest and achievements:

References

A referee should be someone who knows you can give you a reference but they should not be related to you. If you are still at school it is usual to include a teacher or your Head of Year. Remember to ask their permission before including them on your CV.

Referee 1	Referee 2
Name:	Name:
Address:	Address:
Telephone:	Telephone:
Email:	Email:

Skills and Qualities

When putting together the personal profile on your CV, it is important to think about how you will describe yourself to create a good first impression. The words below describe positive skills and qualities that an employer will be looking for – think about which ones best describe you. Why not ask someone who knows you well to help you to choose? Your chosen words can then be made into sentences to include in the personal profile of your CV. Remember – don't be modest!

Skills	Qualities	
Accurate Analytical Aware of other's needs Budgeting Caring Common Sense Communicate in other languages Computer literate Customer care Customer focussed Initiative Investigating Keyboard skills Listening skills Literate Manage my time Meet new people Numerate Office skills People orientated Physically fit Planning Practical Presenting Prioritise Skilful with my hands Solve problems Supportive Team work Telephone skills Verbal communicator Work quickly Work safely Work to deadlines Written communication	Able Adaptable Ambitious Articulate Calm Capable Caring Competent Competitive Confident Conscientious Consistent Co-operative Creative Dedicated Dependable Desire to achieve Diplomatic Driven Dynamic Effective Efficient Energetic Enthusiastic Flexible Focussed Friendly Hardworking Honest Imaginative Independent Innovative Logical Loyal Mature	Methodical Motivated Open minded Organised Outgoing Patient People orientated Positive Presentable Proactive Punctual Quick thinking Realistic Reliable Resourceful Respectful Responsible Self-motivated Sensitive Strong Successful Tactful Thorough Trustworthy Versatile Willing Willing to learn