**Curriculum Vitae – some guidance**

**Name**

**Address**

**Email**

**Phone**

**Personal Profile**

Write a brief paragraph detailing your current position, interests and career ideas

*e.g. I am a student studying for GCSEs and other Level 1 / 2 qualifications at King Olaf’s High School. I work part time in a coffee shop where I make up orders and serve customers. I have a real interest in Design & Technology and hope to explore careers in this field, which enable me to use my creativity, problem solving and practical woodworking skills. Outside of school I enjoy a range of different water sports, including kayaking and paddle boarding, and I also play the electric guitar.*

**Key Skills and Experience**

Think of all the activities you participate in both in school and outside of school (for example any part time jobs or work experience, any volunteering you do etc), and identify the skills you use

You should pick three or four skills which you are your particular strengths, with some really clear examples of how you use them in different contexts both in school and out.

*e.g. Communication- customer service in my part time work and presentation skills (both written and spoken) from my English and Drama lessons in school*

These prompts will help you think about these skills:

***Skill: Problem Solving***

*Prompt: Think about a time when you found an answer to a new problem or issue.*

***Skill: Teamwork***

*Prompt: Think about a time when you achieved something as part of a team and the role you played.*

***Skill: Communication***

*Prompt: Think about a time when you have talked to others and managed to explain an idea or point well.*

***Skill: Resilience***

*Prompt: Think about when you have overcome a challenge or set back and have achieved something positive*

***Skill: Self awareness***

*Prompt: Think about a time when you have made a mistake, thought about it and changed your approach going forward.*

***Skill: Ability to learn***

*Prompt: Think about when you have learnt something new and how you approached it.*

**Interests and Achievements**

Write about your hobbies, interests or awards here. Include extracurricular activities or clubs/groups such as performing arts, sports, Duke of Edinburgh, cadets etc.

**Qualifications**

Show all the qualifications you are studying for here. Don’t worry if you haven’t taken your exams yet, you can use your predicted grades until you get your actual results.

**Subject Qualification Level Date to be taken Predicted grade**

English Language IGCSE 1 / 2 June 2025 C

Mathematics GCSE 1 / 2 June 2025 B

Combined Science GCSE 1 / 2 June 2025 4, 5 (Double Grade)

Design & Technology GCSE 1 / 2 June 2025 B

IT – PC Passport SQA 5 2 June 2025 Pass

BTEC Health & Social Care BTEC 2 June 2025 Merit

Music GCSE 1 / 2 June 2025 B

**Education**

Name your Secondary school(s) and the dates you attended ‘From – To’ (You don’t need to add Primary Schools).

**References**

Use ‘ References available on request. ‘

Do have a think about who your references should be though!

For a school leaver one reference is usually your Form Tutor or Head of Year who knows you really well from school, and the other reference (sometimes called a personal reference) is someone who has known you personally for a few years either through a club or activity you do, through part-time employment or is a family friend.

As you move through the different jobs that make up your career journey you will usually be expected to use your last employer as a reference rather than a school or college contact.