

Student Guide to CV Writing

First Impressions Count

- Edit the template below, select a contemporary font such as Calibri, and start with size 11.
- Use headings and bold to emphasize but avoid using colours (CV scanning software may struggle to read highly designed PDFs) Keep to one side of A4 or a maximum of two if you have a lot of experience.
- Tailor your CV to the job description (if applying for a particular opportunity)
- Print off a copy and proofread it before submitting.
- Save your document with the title “CV and name” to make it easy for employers to find in their inbox

Personal Details

- Make sure you have a sensible e-mail address and check it regularly.
- Include your preferred name e.g.: Alexander “Alex” Smith if needed

Personal profile - This section is really important!

- Sell yourself here, make it clear why you are applying for the opportunity and what you can offer, and highlight anything which makes you stand out.
- It should only be three to four lines, and you should **change this for each different job/work experience application** so that it relates to the role you are applying for.

Education

- You need to start with what you are studying at Reigate College (include your predicted grades if you have them) and then list your qualifications from secondary school.

Employment / Work Experience / Volunteering

- Make the most of what you have. Employers do not expect you to have a CV bursting with experience but make sure you highlight what you have and **link it to a skill or application criteria**.
- Hobbies can also showcase your employability skills – see examples on next page

Final Thoughts: A CV is your personal marketing document so be confident about your achievements but keep it real and always be honest. Remember to update with new experience gained. You are welcome to e-mail Careers to review your CV and receive some brief feedback.

Hobbies That Showcase Your Employability Skills

Gaming



Communication
Analytical
Resourcefulness
Technical Skills
Adaptability
Problem Solving

Reading



Imagination
Empathy
Creativity
Attentiveness

Drama



Confidence
Self-awareness
Presentation Skills
Dedication
Resilience
Teamwork
Communication

Music



Dedication
Creativity
Perseverance
Memory and Listening
Collaboration
Confidence

Socialising



Communication Skills
Interpersonal Skills
Planning
Rapport Building

Art



Showcased Skills
Creativity
Attention to Detail
Techniques
Passion
Patience

Puzzles and Games



Strategy and Logic
Problem Solving
Determination
Analytical
Perseverance

Volunteering



Motivation
Passion and Dedication
Sense of Community
Empathy
Networking
Communication

Sport and Fitness



Motivation
Communication Skills
Passion and Dedication
Competitiveness
Time Management
Teamwork

Dance



Creativity
Dedication
Perseverance and Resilience
Motivation
Discipline
Confidence

Cooking



Creativity
Attention to Detail
Patience
Self-expression
Multitasking
Fast Paced Decision Making

Pet Ownership



Dedication
Responsibility
Care
Time Management
Patience

Social Media



Presentation Skills
Audience Awareness
Self-awareness
Interpersonal Skills
Networking

Explorer Scouts/Rangers/Cadets etc



Initiative and Leadership
Teambuilding
Communication Skills
Problem Solving

Insert Your Name Here (include preferred)

Your Address Road, Town, County RH2 0SD

Mobile: 07943 000000

Email: FS001@Reigate.ac.uk

Date of Birth: 01.01.2009

Personal Profile

I am a hardworking and motivated student looking for a short period of work shadowing or work experience. As a keen footballer, I am a good team player and rely on effective communication to improve the team's performance. Finance and Marketing are two areas I am keen to explore as I hope to have my own business in the future.

Education

September 2025 –to date

Reigate College, Surrey

Courses being taken:

A Levels: Geography & Media

BTEC Level 3 National Extended Certificate: Business

September 2020 – July 2025

Put your School Name Here

English Language: 6 Combined Science:5:5

English Literature: 6 Business Studies: 6

Mathematics: 6 Geography: 7

French: 5 Religious Studies: 7

Art: 7

Employment

August 2025 – Present Sales Assistant, Marks & Spencer

- Providing a high standard of customer service, this has improved my communication skills, and I enjoy interacting with members of the public
- Trusted to work independently on the tills, answering queries and training new colleagues
- Managing to balance a part-time time job with my studies has taught me how to plan and prioritise.
- I solve problems daily and understand the importance of team working particularly during busy periods

Work Experience

Only complete this section if you have relevant unpaid work experience that is appropriate for your application. Follow the same format/layout as the 'Employment' section. Delete if not appropriate.

Voluntary Work

September 2023 – December 2024

Young Leader (Beaver Scouts)

- I was involved initially as part of my Duke of Edinburgh award but continued beyond the required period of time
- Attended meetings on a regular basis, contributed ideas to the group and helped lead activities
- Working with young children helped me learn to adapt and improvise when things do not go to plan
- Some members have additional learning needs, and I have benefited from spending time helping them participate and learning how to be more inclusive

Key Skills / Achievements

You can add any additional skills to this section such as First Aid training or any other skills you have not already mentioned that would support your application. Do not duplicate information.

You could also use this section to highlight any achievements (e.g. Duke of Edinburgh Bronze) or positions of responsibility at School.

Hobbies & Interests

Please only include current hobbies/interests. Employers are not interested in how you pass your time, e.g. reading, dog walking, socialising and shopping.

If you are looking for new interests have a look at the activities programme, which the College offers. Being a member of a sports team or undertaking a regular activity (e.g. Young Reporter or Law Society) shows an employer that you are developing skills outside of your academic studies. Through your interests it is possible to show you can work in a team, develop resilience and improve your communication skills.

References are available on request