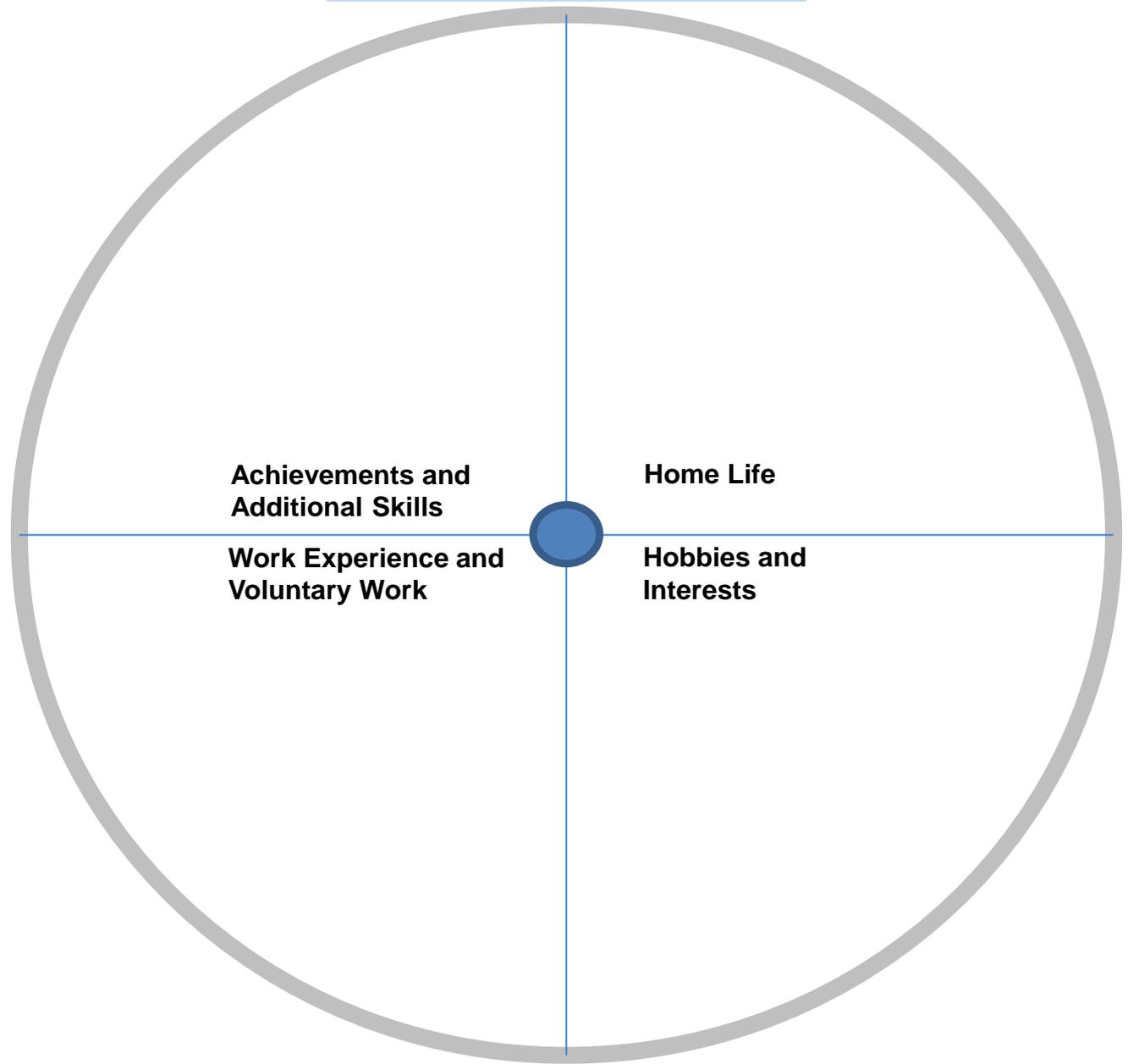


Creating your CV

1. Use the blank skills wheel on **slide 2** to write down what you have done and what you do in the four areas of your life.
2. It's easier if you complete the inside of the wheel first.
3. Don't worry if you have some gaps - this should motivate you to work towards starting more activities.
4. Once you have completed the information inside the wheel then draw a line from it to describe what skill or behaviour you have developed from the activity look at the example on **slide 4**. Use the words on **slide 3** to help you get started - there are many more words to choose from.
5. For more inspiration, look at the **Multi example Skills Wheel** on **slide 5**. Aim to write at least one activity and skill in each section. Remember - make it your own to stand out from the crowd!
6. On a separate piece of paper, using the guidelines on **slide 6**, write a short paragraph - this is your personal statement or personal profile which is at the beginning of your CV to get the attention of the reader. Big yourself up - don't be shy!
7. Now transfer this information on to a CV template, look at the EXAMPLE CV on **slide 7**.
8. You've created your CV - great job, well done!

Name:
Form:

Skills Wheel



working to deadlines

manual dexterity

project management

professional

management and leadership

teamwork

negotiating

multi-tasking

flexibility

good timekeeping

analytical

customer service

communication

research

trustworthy

resilience

SKILLS & BEHAVIOURS

integrity

diligent

problem-solving

punctual

organised/planning

public speaking

numeracy

self-motivated

conscientious

creative

motivated

computer literacy

entrepreneurial

critical thinking

patient

hand-eye coordination

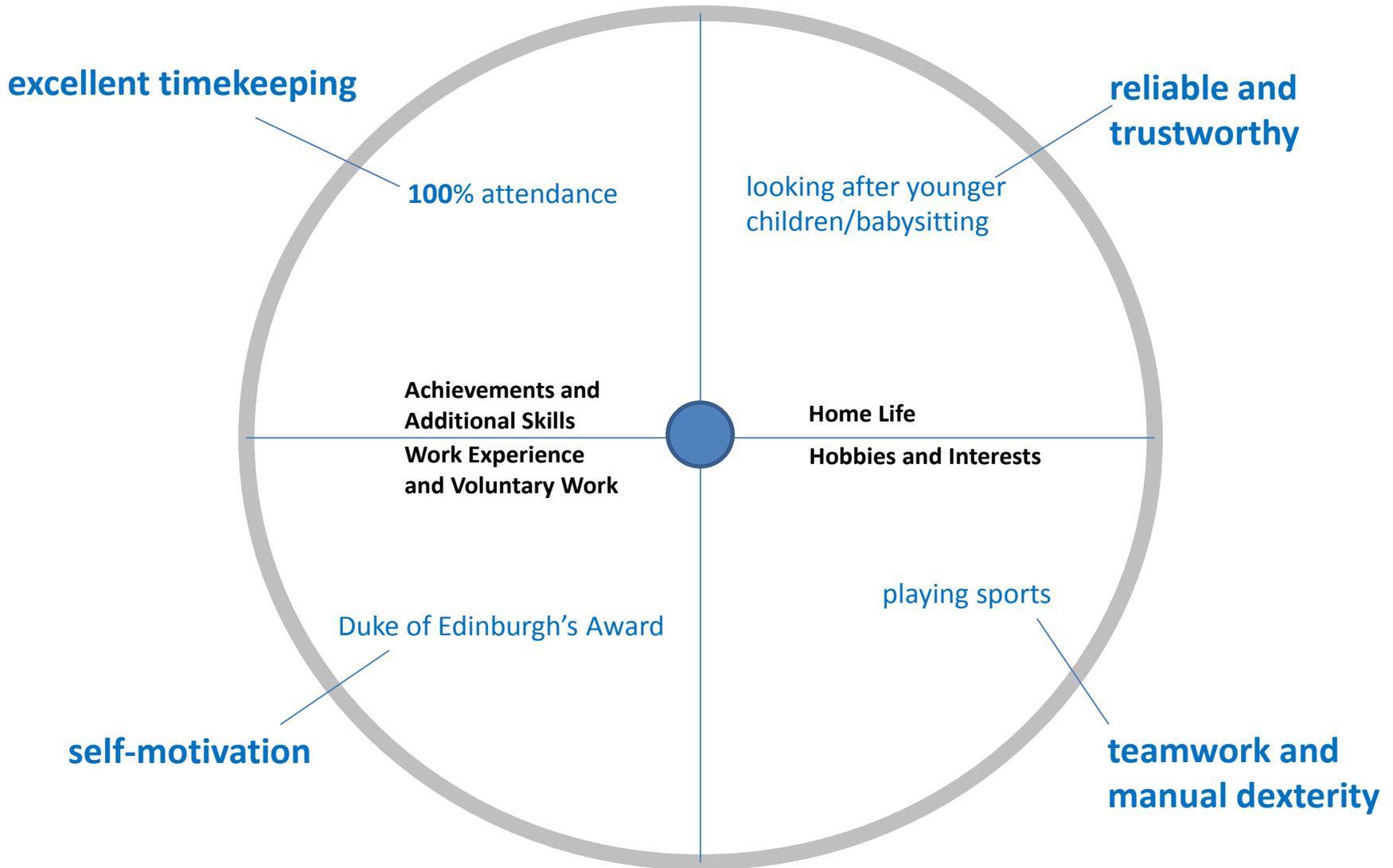
empathetic

determined

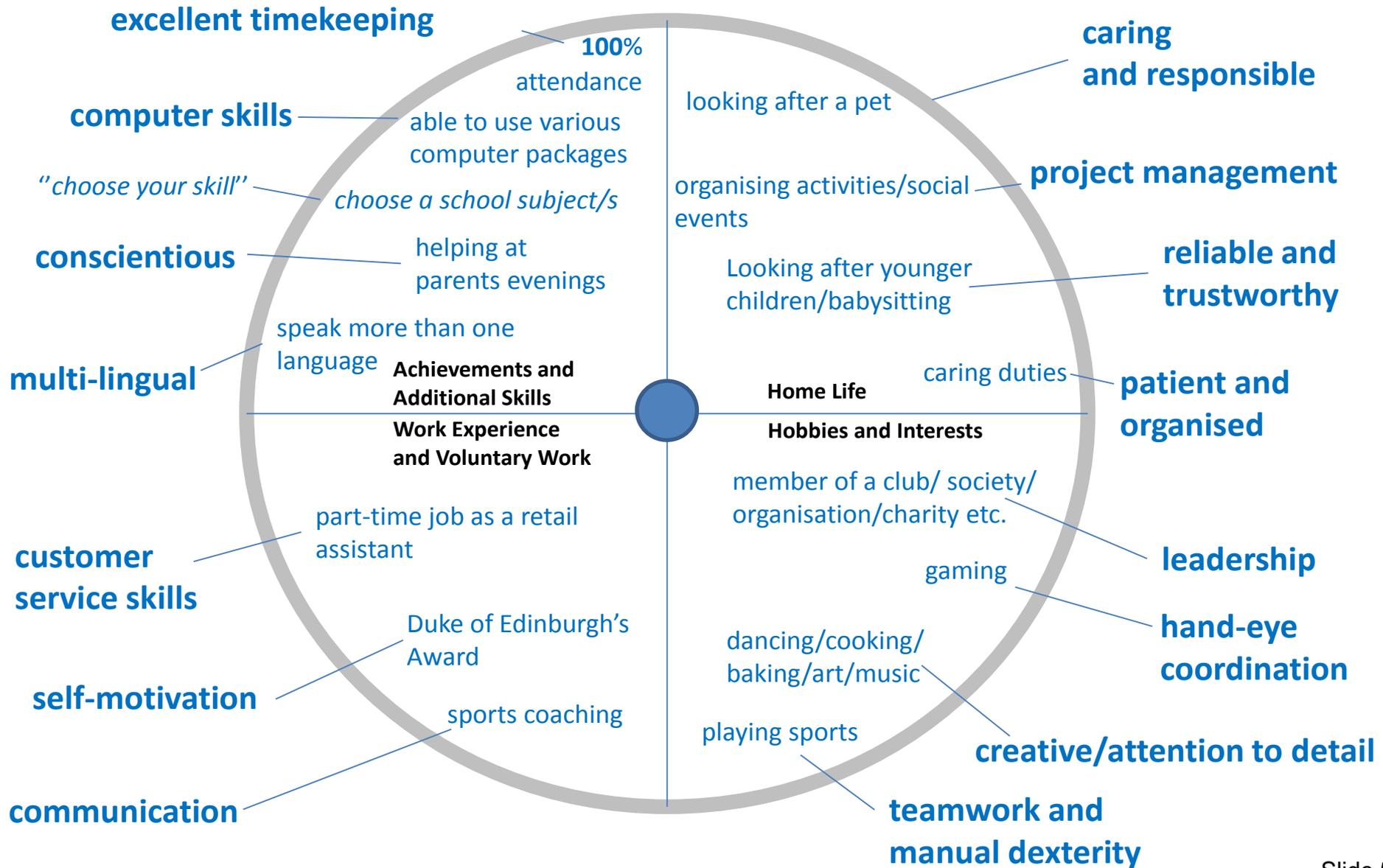
making decisions

committed

Example Skills Wheel



Multi-example Skills Wheel



Personal Statement/Profile Guidelines

COMPETE for the attention of the reader - read my CV!

ALWAYS explain what you have done to gain those skills - this makes you stand out!

NEVER just list your skills and behaviours - anyone can do this!

- I am a **mature** and **motivated** individual or I am a **positive, hard-working, friendly** individual who would be a real **asset** to your company. **These are good opening lines but you must also provide evidence of why you have these characteristics throughout your CV. See these examples:-**
- I **excel** in PE, especially basketball. I always attend all fixtures and training **punctually**.
- I am **proficient** at using **computer programmes** such as Word, Excel, PowerPoint and various media packages. I have gained over 5 years experience from school and also **teach myself** code and programming in my spare time.
- I possess good **literacy** and **numeracy** skills which helped me secure a part time job as a till operative at Best Buys Supermarket. Working has allowed me to develop **excellent customer service, communication** and **team working** skills.
- I regularly **support** the teaching staff by helping to **mentor** and **coach** younger students on the netball team.
- I am considered an **organised** and **diligent** student by my head of year because I always complete school assignments and homework on time.
- I am a **conscientious, patient** young person having taken on caring **responsibilities** at home.

N.B. highlighted words are all positive words, skills or behaviours

Example CV



Your CV is a living document - the earlier you start it the better. Remember, you might start off with some gaps and a very basic CV but you can add to it as your skill and experience develop.

Alex Example
1 School Road, Walsall WS1 1ZX
07777 123456
alexexample@notmail.com

My CV notes – make it your own to stand out!

Personal Statement

I am a motivated and hardworking individual looking for a new challenge. My work experience has provided me with a range of employability skills such as communication, teamwork and customer service. I am considered a conscientious, responsible and active member of the school community due to regularly helping with parents' evenings and extra-curricular activities. This proves that I have the potential to excel within a professional environment.

Education

St Joseph's School, Walsall September 2014 - present
Currently studying for 9 GCSEs including English, maths and science

Work Experience

Part-time kitchen assistant at The Tasty Bites Cafe September 2018 - March 2019

Duties and responsibilities:

- Interacting with management, kitchen and waiting staff to collect dishes and cutlery without interrupting customer service in a fast-paced environment
- Loading and unloading dishwasher to replenish dishes and cutlery to meet demand
- Dealing with grocery deliveries and associated paperwork
- Cleaning kitchen and customer areas to meet strict health and safety standards

Volunteer at Help the Needy Charity Shop July 2018 - August 2018

Duties and responsibilities:

- Serving customers, dealing with stock queries and complaints
- Operating a till and cash handling
- Dealing with donations, sorting and steaming garments
- Pricing and stock replenishment

Additional Skills

- Organisational skills – school fundraising events and parents' evenings.
- Leadership skills – currently participating in the Duke of Edinburgh's Award
- ICT skills - proficient in Word, Excel, Outlook and PowerPoint

Hobbies & Interests

- I enjoy repairing mobile phones and laptops, this has developed my problem-solving skills.
- I play football for my local team, this has enhanced my self-confidence, teamwork skills and social interaction with people from different ages and backgrounds.
- To relax I enjoy gaming, this has also developed excellent hand-to-eye coordination skills.

References available upon request