

## Curriculum Vitae Layout (Sixth Form)

KEEP TO ONE SIDE OF A4 - Use size 12 font (10 or 11 if necessary to keep CV on one page). Use tab settings for your answers. Style of font is your choice but be consistent. ALWAYS "spellcheck" and ALWAYS save your CV on your School User Area, disk or home PC

### Curriculum Vitae

Name  
FULL ADDRESS (including postcode)  
ADDRESS  
TEL: xxxxx xxxxx E-mail: xxxxxxxxxxxx (if applicable)

DATE OF BIRTH: xxxxxx AGE: xx

#### QUALIFICATIONS:

GCSE/GNVQ: xxxxxxxxxxxxxxxx xxxxxxxxxxxxxxxx  
xxxxxxxxxxxxxxxxxx xxxxxxxxxxxxxxxx  
xxxxxxxxxxxxxxxxxx xxxxxxxxxxxxxxxx  
xxxxxxxxxxxxxxxxxx xxxxxxxxxxxxxxxx

#### EDUCATION:

Past: xxxxxxxxxxxxxxxxxxxxxxxx

Present: Thomas Telford School, Telford - xxxx to present

#### CURRENTLY STUDYING:

AVCE/AGCE subjects: xxxxxxxxxxxxxxxx  
xxxxxxxxxxxxxxxxxx  
xxxxxxxxxxxxxxxxxx

#### WORK EXPERIENCE:

If applicable give details (dates, duration, duties),  
Otherwise ignore

#### PART-TIME EMPLOYMENT:

If applicable give details (dates, duration, duties),  
Otherwise ignore

#### IT SKILLS:

E.g. keyboard proficient, computer literate, able to  
Use Microsoft Word, Excel, PowerPoint etc

#### HOBBIES/INTERESTS:

xx

#### PERSONAL STATEMENT:

Highlight one or two of your strengths and give an  
example

#### ASPIRATIONS:

What is your career plan? You may not be sure, but  
must indicate your general plan i.e. get a job or  
Further Education

#### REFERENCES:

Sir Kevin Satchwell

#### 1<sup>st</sup> Referee

Sir Kevin Satchwell  
Headmaster  
Thomas Telford School  
Old Park  
Telford TF3 4NW

#### 2<sup>nd</sup> Referee

(Ideally non-educational) -  
include title, i.e. Manager etc.  
- alternatively use your  
Personal Tutor

SIGNED \_\_\_\_\_ DATE \_\_\_\_\_

# Curriculum Vitae

Mary Bloggs  
14 Wayside Close, Uplands,  
Telford, TF7 4QA

Tel: 01952 717692      Email: mbloggs@hotmail

**Date of Birth:** 10.01.87

**Age:** 17

**Qualifications:**

**GCSE Results:**

English Language	A	History	A
Mathematics	B	Science	B
Business	B	PE	A

**GNVQ** – Information & Communication Technology – Merit

**Duke of Edinburgh Award** – Silver

**Education:**

Uplands Junior School, Telford    September 88 – July 95  
Thomas Telford School, Telford    September 95 to present

**Currently Studying:**

**AGCE:** Business and English Literature      **AVCE:** ICT

**Work Experience:**

Tarmac, Wolverhampton – 2 weeks (June 2001)  
Duties: Assisting the Marketing Team.  
I completed a survey on Customer Satisfaction

**Part-time Employment:**

Marks & Spencer, Telford (June 2000 – present)  
Duties: Sales – Ladies Fashion.  
I work Saturday 10 -4pm and sometimes in the evenings

**IT Skills:**

I am computer competent and keyboard proficient. I use Microsoft Word, Excel and PowerPoint. I have a computer at home

**Hobbies/Interests:**

Swimming, walking, reading, socialising with my friends

**Personal Statement:**

I am good at organising things and I like a challenge. I would like to learn to play the trumpet but my parents do not like the noise!

**Aspirations:**

I am going to complete my current studies and achieve a good grade. I hope to go to University to study Law and then follow a career in the legal profession

**References:**

Sir Kevin Satchwell Headmaster Thomas Telford School Old Park Telford TF3 4NW	Miss C Holmes Manager Marks & Spencer Wolverhampton
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**Signed** \_\_\_\_\_

**Date** \_\_\_\_\_