**(Student Name) CV 2021**

**Contact details**

Make sure these are correct and you use a professional email address

**Personal Statement**

This is where you highlight your skills and experience that make you suitable for completing your placement with the organisation. This should only be a few lines long.

**Key Skills**

This is where you write a list, with bullet points of the other skills you have that aren’t mentioned in your personal statement.

You can use this bit to include any extra qualifications you have like a first aid qualification or Duke of Edinburgh Award.

*If you have not had any work experience before, the next section to add is…*

**Education**

Write the most recent school/College you attended, the dates to and from, and a bullet point list of the subjects and grades you got there. Always start with the highest grade first.

*If you have had a job before, whether paid or voluntary, put your employment history before education*

**Employment History**

*(This can also include voluntary jobs)*

Starting with the most recent job/work experience first, write down the employer’s name, address and contact details, dates worked to and from, and a brief description of your duties and responsibilities there.

**Achievements and Interests**

List any certificates or awards you may have won in school/college and through taking part in extracurricular activities. Think carefully about only including what will be relevant to the organisation that you are approaching.

**References**

Always ask the person’s permission before adding them to your CV as a reference, try and use professional references, such as a teacher or an employer. Never use your close family or relatives.

Put their name, business address and either their contact telephone number or email.

If you are struggling to find a suitable reference please contact us for further advice.