**How to write/update your Curriculum Vitae**

* Your Curriculum Vitae is a list of your achievement and experiences to date. It is essential when applying for jobs.

**How to write a CV:**

**Full Name** (Date of Birth)

Contact details: Address, phone number, email

Personal Profile: Write 2 – 3 sentences briefly introducing who you are. *E.g. I am a full-time post-16 student at Toot Hill College, Nottinghamshire. I am currently studying …, … , … I am (choose 2-3 adjectives to describe yourself) and am committed to working as (what job or sector are you interested in/applying for?).*

Education: Put the dates you attended the school/College and its address. List your GCSE qualifications and your AS qualifications/predicted grades. Put them in alphabetical order *E.g. …:*

*2012 – 2014: Toot Hill College, Bingham, Nottinghamshire, NG13 8BL*

*AS Levels:*

*Art – B*

*Geography – C*

*Product Design – C*

*GCSEs:*

*Art - A*

*English - C*

*Maths – C*

*Physics - D*

*Etc.*

Other qualifications: If you have completed any other qualifications / awards include these too. E.g. Duke of Edinburgh, Sports Leader Award, First Aid awards etc.

Work experience: Put the dates of your work experience, the name of the company, and the role you had – try to include a brief description of the main tasks you undertook.

Additional information: You can include a brief description of your hobbies/interests e.g. sport, travel, languages, reading just to show you are also a well-rounded person.

Referees: Choose two people who are not related to you, and are not your friends. You could, for example, use someone you have worked with, or your tutor. You must ask them first. Include their full name, and contact details (address, phone number, email). They will be contacted for a reference for you.

* If you are unsure. ASK.