

Building Your CV and Exploring Job Opportunities

Step 1: Personal Information

Include your full name, contact information (phone number, email address), and home address (First line and Post Code). Make sure your email address is professional and appropriate.

Step 2: Objective or Personal Statement

Write a brief statement about your career goals or what you aim to achieve. This could be as simple as expressing your enthusiasm to learn and grow in a particular field.

Step 3: Education

List your current school, date you'll be leaving school (if applicable), and any relevant coursework. If you have any academic achievements or awards, then it's good to include these.

Step 4: Skills

Identify and list your skills. These could include:

- Technical Skills: If you have experience with computers, software, or specific tools.
- Soft Skills: Highlight your communication, teamwork, problem-solving, and time management skills.

Step 5: Projects

Describe school projects or assignments that showcase your skills. For example:

- Title of Project
- Brief description of the project.
- Your role and responsibilities.
- Any skills you utilised or developed during the project.

Step 6: Extracurricular Activities

List any clubs, sports teams, arts groups, or other extracurricular activities you are a part of. For each, mention:

- Activity Name
- Your role or position.
- Any achievements or responsibilities you've had.

Step 7: Work Experience (if applicable)

If you've had part-time jobs or volunteered, include them. Mention:

- Job Title
- Name of the organisation/employer.
- Dates of employment.
- Your responsibilities and accomplishments.

Step 8: References

If possible, provide one or two references. This could be a teacher, coach, or someone you've worked with who can vouch for your character and skills.

General Tips:

- Keep it brief: Aim for a one-page CV.
- Use action words: Start bullet points with verbs (e.g., “organised,” “developed,” “led”).
- Be honest: Don't exaggerate your skills or experiences.
- Design matters: Keep the layout clean and easy to read.

Scan here for CV Templates



If you are interested in volunteering or part time roles whilst attending school/college then here are some tips

If you use recruitment websites (Indeed, Total Jobs, Reed) and they have a role with a company that you like, check the company's website directly for their careers page.

Applying through the company directly may help you get ahead.

<https://tesco-careers.com/>

<https://icelandcareers.co.uk/>

<https://sainsburys.jobs/>

<https://www.morrisons.jobs/>

<https://jobs.marksandspencer.com/>

<https://careers.bmstores.co.uk/>

<https://www.asda.jobs/vacancy/find/results/>

<https://www.aldirecruitment.co.uk/>

<https://careers.lidl.co.uk/>

<https://www.cabotcircus.com/jobs>

<https://www.mallcribbs.com/jobs-at-cribbs/>

<https://www.game.co.uk/careers>

<https://www.poundlandcareers.co.uk/>

<https://www.jdplc.com/careers>

<https://www.sportsdirect.com/jobs/jobs-search>

<https://www.newlookgroup.com/careers>

<https://career.hm.com/gb-en/>

<https://careers.riverisland.com/>

<https://people.mcdonalds.co.uk/>

<https://careers.burgerking.co.uk/>

<https://www.costacareers.co.uk/>

<https://caffenero.com/uk/careers/>

<https://www.coffee1.co.uk/careers/>

Volunteering

<https://www.voscur.org/volunteers>