

INSTRUCTIONS FOR COMPLETING YOUR CV

Personal details

Names: first your family name (Surname) and then all your first names (including second names) beginning with the name you are called by,

For Example:

Jones (family name)

Martin (name you are called by)

David (second name if you have one)

Address

Your postal address (where you actually live and receive daily post)

Telephone number

Your telephone number (where you can be reached) including the dialling code – or a mobile telephone number

E-Mail address

Your E-Mail address (which you access daily) And only name seriously sounding E-Mail addresses! That is to say NOT something like “sweetie@aol.com” or “littledarling@yahoo.co.uk” or “superkiller2005@hotmail.com”!!! The best thing is to get a new address with your right name!

Nationality

e.g. British, Austrian, German, Greek, Bulgarian, Irish

Date of birth

In the order: (day-month-year). When sending an application abroad, you should enquire about the way they write the date in that country!

Education

Begin with the last school you attended and finish with your primary school. If you attended more than one school, please copy the table for each school. It is easier to follow if a separate section is completed for each school attended.

Date (from - to): e.g. 3 March 2003 to 28 March 2003

Name and type of school

The complete name of the school you attended and the school type, e.g. Loddon High School

Favourite subjects

Write down the subjects that you enjoyed at school. From the details about the main and favourite subjects, the person reading the CV can see the interests and professional aptitudes of the applicant. You should not insert the marks/grades here. These can be seen from the certificates enclosed.

School qualification: e.g. GCSE

Special activities/functions at school/participation in projects

Here it is especially important to name additional activities and functions, always with the date or period of time. Maybe if you were a class representative or if you helped to organize a school event or were involved in charity work, or as a volunteer.

If you took part in a school trip abroad you will have experience of other countries and cultures. Here you can also list how you stand out from your fellow pupils, the special achievements during your school life, which are not usually assessed by exams as school is not just about learning, but also about personal and character development. For example: team spirit, involvement with the class and school community, supporting younger pupils, general social commitment. That is why school projects also play an important role. Here you will have used skills such as problem solving, independence, creativity and perseverance.

Work experience and holiday jobs

Date (beginning with the last work placement/job)

Name and address of the company/organisation

If the name or address of the company/organisation does not indicate which branch they are in/what work they do, this should be mentioned briefly.

Most important activities and experience during my work placement/job

A job placement in a company/organisation is often the first and most important contact with the world of work. These placements can show what is required and expected in a certain job. For this reason, young people with "work experience" are generally more attractive to companies/organisations and you will have an advantage over other applicants. It is therefore important to describe jobs and training periods briefly and to the

point, so that it is possible to get an idea, what you did there and what experience you gained. If you have completed more than one work placement and/or job, copy this section as many times as required.

Personal skills and abilities

Languages

The world of work is becoming more and more international. Depending on where you are employed in future, you will most likely have dealings with people in other countries. However good or not you are at a language – openness, understanding, patience and tolerance to other cultures are useful skills to develop. You should state which is your native tongue and which languages you understand.

Skills and abilities

Nowadays this is becoming increasingly important. Knowledge is demonstrated in the first instance in school certificates/qualifications, but the character, the willingness to become involved, key qualifications such as reliability, punctuality, team spirit, honesty, flexibility, the ability to work under pressure, the ability to assert yourself, to accept criticism, self-discipline, acting on your own initiative, the ability to communicate, to make decisions and self-confidence are also important criteria, which play a role in the decision about a job/training. These are the so-called “informal qualifications” i.e. qualifications, which are not proved by an exam, but which make up the strength of your personality. The best thing is to describe which activities outside school you can list in the different sectors named, i.e. family and other communities (social), technology, art.

Hobbies/Interests

This is the section to list your personal aptitudes and preferences, what you enjoy doing in your free time. For the potential employer it is also important to learn a little about your activities outside school and job, as these could affect your future work. If these coincide with the position you are applying for - all the better.

Driving licence(s)

Name all classes of the driving licences you have – that is to say, vehicles you are allowed to drive. Remember, for some jobs you are expected to be mobile! This may even be mentioned in the job advertisement.

Enclosures

List of all documents, certificates, which support your application and that are enclosed with it. Take care here that only to include relevant documents! A must are the school leaving exam certificate(s). It also makes sense to include e.g. certificates about special school projects, certificates for training posts, certificates for seminars and courses.

In any case show your completed CV to your teachers or parents, before you send it to a company.