

# WRITE YOUR FULL NAME HERE

YOUR HOME ADDRESS AND POSTCODE

YOUR MOBILE NUMBER

YOUR EMAIL ADDRESS

## PERSONAL PROFILE:

*This section is used to tell the employer about yourself. What skills do you have that relate to the job? What future career are you interested in? Do you take part in anything relevant to the job outside of school? Do you have any other interests that relate to the job? Write about 4 or 5 lines in this section. **REMEMBER** to only write relevant things to the type of job you are applying to here.*

## EDUCATION:

NAME OF SCHOOL	TYPE OF QUALIFICATION	YEAR YOU WERE AT SCHOOL
E.G. St Albans Catholic High School	GCSES	2004-2009

**LIST ALL OF THE SUBJECTS YOU HAVE TAKEN/TAKING WITH EACH GRADE NEXT TO IT.  
IF YOU HAVEN'T COMPLETED YOUR EXAMS YET THEN RIGHT 'PREDICTED GRADE'**

- Mathematics 7 (Predicted)
- Science 6 (Predicted)
- English Language 5 (Predicted)
- English Literature 6 (Predicted)

**REMEMBER TO WRITE YOUR HIGHEST LEVEL OF QUALIFICATION FIRST, FOR EXAMPLE IF YOU HAVE DONE YOUR A-LEVELS THESE GRADES WILL GO ABOVE THE GCSES**

## WORK HISTORY:

**Use this section to write about any work experience or jobs you have had.**

- Write the name of the employer (E.g. McDonalds) and the dates you have worked there from and till (E.g. June 2013-September 2013 or June 2013 – Present if you are still working there) and what your job titles was (E.g. Cashier)
- Write a few lines about what you had to do as part of that job; some duties you undertook and skills you learnt from working there.

**You can include any voluntary work or work experience here too.  
Put all work in date order – your most recent should be at the top.**

**IF YOU HAVE NEVER HAD A JOB OR DONE ANY WORK EXPERIENCE OR VOLUNTARY WORK BEFORE THEN REMOVE THIS SECTION.**

## HOBBIES AND INTERESTS:

- Bullet point 3-4 of your hobbies and interests to let the employer know a little bit more about you
  - Anything you do outside of school?
  - Have you won any awards?
  - Anything you are proud of?

## REFERENCES AVAILABLE UPON REQUEST

*(Leave this line in as employers will contact you for a reference from a teacher or old employer)*