

What goes into a CV?

DO NOT USE AI to generate your whole CV as you are giving away personal information that can be used by others.

What goes into a CV?

Personal details – Name, address, email contact, mobile phone contact (list down the page – make your name bold and slightly larger)

Personal Profile – where you will write in paragraphs what skills you have developed and how you have developed them – using experiences you have had. (I don't like a list of skills in bullet points as these are generic and could be AI generated for the job.)

It's a good idea to start with - I am currently studying A Levels at the Sixth Form College, Colchester and am looking for.....

[list relevant skills for the job -from the job description or [Explore careers | National Careers Service](#) – find the job title and on the link you will find required skills, and then think about how you've demonstrated these skills in past experiences. Write these in sentences]

Education and Qualifications

Sept 2024- present The Sixth Form College, Colchester
Studying A Levels (and Level 3 qualifications)
List the subjects you are taking

Sept 2019-July 2024 *Your secondary school's name*
GCSE's/(BTEC) passed Aug 2024
List subjects across the page with grade (English Language 5, Physics 6)

Work Experiences – (paid or unpaid)

List from most recent to oldest

Date

Name of Company

Job Title

In 3 or 4 sentences write what you did and skills learnt

You can add other achievements – or Hobbies and interests

References

Please add references – some businesses will not want to contact you before they contact references

Educational Reference leader)

Your personal tutors name

Personal Tutor

The Sixth Form College, Colchester

01206 500700

Work reference (or hobby – a Guide

name

who they are to you or job title

address and contact