



Ringwood School

CV Information Booklet



What is a CV?

C.V stands for **Curriculum Vitae** and it is a formal, legal document in which you list out all of your qualifications, skills and experience to potential employers. Whilst all CV's look slightly different, it is a very formal document and there are certain rules which all C.V's need to follow.

THOMAS SMITHS
SENIOR GRAPHIC DESIGNER

Profile
I am a highly motivated individual with a strong background in graphic design. I have worked for several years in various roles, gaining valuable experience in design, branding, and digital marketing. I am currently seeking a challenging role where I can utilize my skills and contribute to the success of the organization.

Employment

- 2015-2016 Creative Director | New York**
Creative Duo
An award-winning design firm. I was responsible for leading a team of designers and managing the creative process from concept to final delivery. I worked on a variety of projects, including branding, advertising, and digital marketing.
- 2014-2015 Senior Designer | New York**
Creative Duo
An award-winning design firm. I was responsible for creating and executing creative concepts for a variety of clients. I worked closely with the account manager and the client to ensure that the final deliverables met their needs and expectations.
- 2013-2014 Graphic Designer | New York**
Creative Duo
An award-winning design firm. I was responsible for creating and executing creative concepts for a variety of clients. I worked closely with the account manager and the client to ensure that the final deliverables met their needs and expectations.

Skills

- InDesign
- Illustrator
- Photoshop
- Dreamweaver
- After Effects

Education

- 2012-2013 Art Institute | New York**
Institute of Art, Media & Design
An award-winning design firm. I was responsible for leading a team of designers and managing the creative process from concept to final delivery. I worked on a variety of projects, including branding, advertising, and digital marketing.
- 2011-2012 Art Institute | New York**
Institute of Art, Media & Design
An award-winning design firm. I was responsible for leading a team of designers and managing the creative process from concept to final delivery. I worked on a variety of projects, including branding, advertising, and digital marketing.
- 2010-2011 Art Institute | New York**
Institute of Art, Media & Design
An award-winning design firm. I was responsible for leading a team of designers and managing the creative process from concept to final delivery. I worked on a variety of projects, including branding, advertising, and digital marketing.

Contact

- Phone: +012 123 456 789
- Facebook: /myfacebookpage
- Twitter: /mytwitterpage

NAME HERE SURNAME
GRAPHIC DESIGNER

PROFILE
I am a highly motivated individual with a strong background in graphic design. I have worked for several years in various roles, gaining valuable experience in design, branding, and digital marketing. I am currently seeking a challenging role where I can utilize my skills and contribute to the success of the organization.

CONTACT

ADDRESS: Main Street, City
E-MAIL: contact@domain.com
PHONE: 555-555-555
WEBSITE: www.yourweb.com

SKILLS

- CREATIVE
- TEAMWORK
- INNOVATE
- COMMUNICATION

EDUCATION

- MASTER DEGREE** // Feb 2011 - Jun 2014
UNIVERSITY NAME
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EXPERIENCE

- COMPANY NAME** // Feb 2011 - Jun 2014
YOUR JOB HERE
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SOFTWARE

- PHOTOSHOP
- DREAMWEAVER
- ILLUSTRATOR
- AFTER EFFECTS
- INDESIGN
- HTML&CSS3

JOHN DOE
CURRICLUM VITAE

ABOUT ME
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CONTACT ME
ADDRESS: address, city, country
PHONE: +000000000
WEB: www.website.com
EMAIL: contact@email.com

JOB EXPERIENCE

- SENIOR WEB DESIGNER**
Month-year Name Of Company
Lorem ipsum dolor sit amet, consectetur adipiscing elit. Mauris nec nisi nisi. Morbi in tellus mi. Nam facilisis vitae ligula nec.
- PRINT DESIGNER**
Month-year Name Of Company
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- SENIOR DESIGNER**
Month-year Name Of Company
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EDUCATION

- MASTER DEGREE**
Month-year University Name
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PROFESSIONAL SKILL

- Java Script
- Graphic Design
- HTML

PERSONAL SKILL

- Creative
- Team Work
- Communication

What you need to include in a CV

I. Personal Statement

This is a short paragraph in which you introduce yourself, briefly describe yourself, explain what subjects you enjoy at school and any ideas you may have for the future.

An example:

A highly motivated and hardworking individual, I am currently studying for my GCSEs in 9 subjects. When I leave school I hope to seek an apprenticeship in the engineering industry to build upon my keen scientific interest and start a career as a maintenance engineer.

My eventual career goal is to become a fully-qualified and experienced maintenance or electrical engineer, with the longer-term aspiration of moving into project management.

- Make this positive and to the point
- Use it to sum up any skills and experience you may already have
- Be honest!



2. Key Skills

This can be a bullet point list of your strengths. Good on the computer? Organised with your homework? Good team or leadership skills? This is the place to explain how you have proved these skills.

- Think about everything you have done – from school, work experience, part-time jobs, clubs, sports, peer mentoring, tour guide, cadets, scouts, sports coaching & interests, DofE...
- Write about four or five skills you have and give examples
- You need to state the skill and then explain in a sentence or two how you've developed it



It is important that you identify your **skills** and give **examples** of when you show these, for example:

Experience

Babysitting
Paper Round
GCSEs
Exams
Sports
Gardening for neighbours
Fixing your bike

Skill Gained

Able to take responsibility
Time keeping
Able to organise your work and meet deadlines
Able to cope with pressure
Team work, able to stick at things
Reliable
Mechanical ability/able to use tools

3. Qualifications

In this section you need to list the different schools you have been to, the dates you attended there and any qualifications you may have. For your current GCSE's you need to list your predicted grades. This is an important part of the CV, you cannot miss it out. It should look something like this:

Education

Ringwood School

2007 - present

Subject	Qualification and Level	Predicted Grade	Grade Obtained (and date)
ICT	GCSE		Distinction
Personal Project	GCSE		B
Maths	GCSE	C	
English Language	GCSE	B	
English Literature	GCSE	B	
Science Core	GCSE	C	
Health & Social Care	GCSE	C	
Business Studies	GCSE	C	
German	GCSE	A	
History	GCSE	B	

Ringwood Junior School

2004 – 2008

Talbot Heath Junior School

2001 – 2004

4. Work Experience



Here you talk about any part time jobs or work experience you may already have. You need to detail the company name, your job title there and then a brief description of your duties. From here you can expand on this and talk about a particular example of a situation you overcame, what you enjoyed the most and most importantly, what you learnt from the whole experience.

Remember, your C.V will be read by potential employers so you want to impress and persuade them they should pick you!



- Put the name of the business, the start and end dates of your time there and your job title
- Add details of the tasks you did, you only need to do this in a couple of sentences
- Include things like paper rounds, helping at your parents business, DofE volunteer jobs etc.
- Include voluntary work like helping at Brownies or even fundraising at school

5. Hobbies and Interests

You can guess what you have to write here! Anything you do outside of school that an employer might find interesting. Play an instrument? Part of a football team? Been in one of the school productions?

- Sports
- Positions of responsibility at school or clubs
- Interests
- Clubs



7. References

This is always the last section on a C.V and it is one of the most important. A reference is a character summary about you from someone in authority. When you're older it will be your previous boss but whilst you are at school it will be your Tutor and your Head of Year.

On your C.V you need to write their full names, their job titles and the correct telephone number and email address.

- Put the names and contact details for two referees
- One of your referees should be your Head of Year, your Tutor or another member of staff
- The other one could be from work experience or a voluntary organisation
- You cannot use a relative as a referee!

Useful phrases and words

- Responsible, reliable and practical
- Friendly and calm with a good sense of humour
 - Able to learn new skills quickly
 - Good listening skills
 - Able to pay attention to detail
- Able to remain calm and busy situations and under pressure
 - Self-motivated and flexible
 - Previous experience of...
- Quick learner keen to learn new skills
- Enthusiastic, energetic and outgoing
- Excellent IT and organisational skills
 - Accomplished
 - Effective at
 - Proven ability in
 - Successfully achieved



EXAMPLE CV

NAME

Address and Postcode

Tel: 07

Email:@.co.uk

Personal Statement

I currently attend Ringwood School and I am working hard towards my GCSEs which I take this summer. After year 11 I am hoping to stay on at Ringwood School sixth form but my alternative would be to study A-levels at Brockenhurst College. My long term plan is to train to become a Veterinary Nurse hence I am highly motivated to concentrate on my studies.

I can demonstrate good organisational skills in both my school and home life. I am a good listener and empathetic towards others.

Key Skills

- ICT skills – I can demonstrate a good knowledge of word processing, databases, excel, emails and websites to include Microsoft Office, Excel, Word and PowerPoint. I obtained a GCSE Distinction in 2010.
- I have good communication skills and I am able to work well within a team. I can demonstrate this within my Duke of Edinburgh Bronze award which I am currently working towards. This requires team work and clear communication skills in activities such as orienteering, camping and cooking.
- Flexibility – I think it is important to be flexible when working with others and this is demonstrated both at school and DofE.
- I am able to manage my time effectively, meet deadlines and prioritise my workload.
- I am confident with research and data analysis. I obtained a GCSE B-grade in my personal project in 2010. This was a coursework project of individual choice requiring independent research, analysis of data resulting in a presentation both written and verbal.
- Good problem solving and numeracy skills
- Ability to take initiative and work well under pressure

Education

Ringwood School 2007 - present

Subject	Qualification and Level	Predicted Grade	Grade Obtained (and date)
ICT	GCSE		Distinction
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Maths	GCSE	C	
English Language	GCSE	B	
English Literature	GCSE	B	
Science Core	GCSE	C	
Health & Social Care	GCSE	C	
Business Studies	GCSE	C	
German	GCSE	A	
History	GCSE	B	

Ringwood Junior School 2004 – 2008

Talbot Heath Junior School 2001 – 2004

Work Experience

I have done work experience as part of my Duke of Edinburgh Bronze award which required me to go on placement for one hour per week over the course of 6 months. I did this at Age Concern in Ringwood and assisted with stock control and customer service and I worked well in a team.

As part of my GCSE Health & Social Care course I am required to spend 2 full days in a care setting and I applied again to do this at Ringwood Day Nursery. I shadowed one of the Nursery Care workers for the day, asked questions and submitted evaluations for this.

I have worked with my dad at his place of work during the summer holidays. During this time I have photocopied, filed documents, learnt basic administration skills and worked within a team.

Points learned from my work experience

- To be punctual and smart
- To clearly communicate
- Good time keeping
- Friendly manner

Hobbies & Interests

Over the last 2 summers I have helped my Uncle who is a Vet and owns his own Practice. I have helped with Reception and looked after some of the sick animals who stay in the hospital part and make sure they have enough water to drink.

I am a keen guitarist and have lessons at school and also I play in a Band called New Dimension and we play local gigs and competitions whenever we can.

I am a member of The Blue Turtle Girls Rugby team and we meet every weekend for practice or matches.

In my spare time I like to relax and play against my friends on the X-Box.

References

Name:

Address:

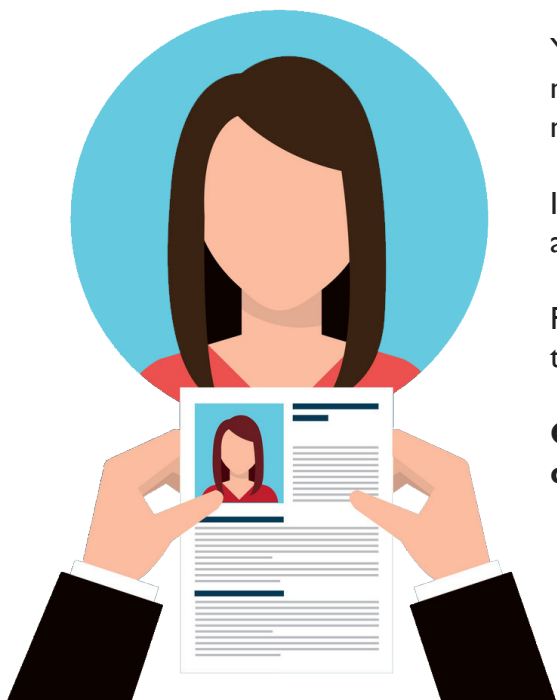
Tel:

Teacher's name:

Address:

Tel:

The Careers Team



You have a dedicated Careers Coordinator at school to help you make sense of all of the options available to you and how best to move forward.

If you need help with a job/college application form or are nervous about an upcoming interview, we can help you every step of the way.

For an appointment you can email directly or you can ask your tutor to request one for you.

Careers Team:
careersteam@ringwood.hants.sch.uk