

NAME

Address

Email

Mobile

FULL Clean UK Driving Licence (if applicable)

Personal Statement

This should be a brief overview about you and your skills, I would recommend only 2 or 3 sentences. For example, you could include your strengths, such as being motivated, a good timekeeper, can work well in a team, have good interpersonal skills etc.

Employment History

Don't worry if you don't have any employment history, you can use work experience or any courses you have undertaken (remote/in-person) in this section. If you don't have these, you can remove this section and move onto Key Achievements.

Dates:**Employer:****Job Title:**

Start with a short overview/ introduction into what the role is. Again 2 or 3 sentences. For example, if you work in hospitality, you could highlight that you are experienced in customer care, communicating with the public, prioritising orders, cash handling and working as a part of a team etc.

Key Achievements

Your key achievements should be what you are most proud of achieving in the role and will show an employer what makes **you** stand out from the crowd (use STARR - can be found in the webinar). For example, have you any awards such as WildHearts Global Youth Ambassador, extra-curricular certificates for sport, music or drama?

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Education/Qualifications**Date:****School/College/University:****Subject & Qualification:****Volunteering/ Extra Curricular Activities**

These could include being part of a drama/music group, a sports team, volunteering at local shops/charities etc.

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References

Usually, references would be from previous employers or places of work experience. However your school could also provide you one - speak with your teacher and ask.