

CV Template – MAP Year 12/13

[Forename Surname]

[Email address, Mobile Number, [LinkedIn](#) - Only include if you have a professional profile, do not include your personal social media or home address. Only upload / share your CV with reputable organisations / website – research online / look for reviews to verify.

Personal Profile

This is an optional section around four lines in length, detailing what you are currently doing, the skills you have that match the person specification and the type of opportunities that you are seeking. This is an opportunity to showcase your motivation to apply if there are no cover letter requirements

Education [Reverse chronological order](#)

YYYY – YYYY **[Name of School or College]**

- A-Levels: [Insert text] [List current A-levels/ BTECs /equivalent level 3 qualifications and subjects e.g. Maths, Chemistry, Biology.](#)
- GCSEs: [Insert text] [Summarise GCSEs, only highlighting the relevant ones. e.g. 11 GCSEs \(9 -1\) including Maths \(6\) and English \(7\) \(include the grade if relevant\)](#)

Relevant Experience

MM YY – MM YY **[Name of employer/institution/ organisation]**
[Role Title]

- [Insert text]; [Avoid a list of duties. Think about what's relevant to the company you're applying to. Mirror their language and requirements of the role. Start with a strong verb. Say what you did, why that was important / useful, and any transferable skills you used or learnt and how you developed these. Quantify if possible.](#)
- [Insert text]; [Make bullet points achievement and/or impact focussed.](#)
- [Insert text]; [Match your own experience to what is evident on the job description and person specification. We recommend displaying your experience using the STAR method.](#)
- [Insert text].

[Repeat as required.](#)

Work Experience / Volunteering

MM YY – MM YY **[Name of employer/institution/organisation]**
[Role Title]

- [Insert text]; as above.
- [Insert text].

Repeat as required.

Additional Skills

IT: [Insert text] Include both technical skills/programmes learnt during course AND basic IT literacy skills such as Microsoft Office (specify which and how/when you've used them). If you can demonstrate a particular interest/proficiency in certain 'in-demand' IT, include it, e.g. if you've self-taught or completed an online course in coding/Python.

Languages: [Insert text] Include level of language skill, from basic/conversational to fluent.

Read the job description and include any other skills you have that are relevant to the role.

Achievements

Avoid a list of achievements, only include if relevant to the role, link to the job description.

Interests and Activities

This doesn't need to be connected to the role, although great if it is. Include info about clubs or societies you're involved in, sport, music, charity work or any other hobbies! Avoid anything too controversial or anything that could cause a bias such as political views and supported sports teams, but something is better than nothing.... It makes you a rounded individual.

References available on request