

CV template

There is no strict template for a CV, just make sure you include key information - contact details, education and qualifications, volunteering and work experience. Your education and work experience section should be high up on your CV - in order of which is more relevant.

Name

- Contact details: email address, phone number, home address (optional)

Bio (optional)

- A few sentences about you

Education and qualifications

- Start with most recent
- Include school/college name and the years you were there
 - E.g. Uptree school (2017-2024)
- Include grades (and any predicted grades) for:
 - A-levels/highers (or equivalent)
 - GCSEs/nationals (or equivalent)
 - Any other relevant qualifications

Work experience

- Start with most recent
- Include title or role, company you worked with and dates
 - E.g. Uptree Work Experience Day with [company name] (June 2024)
- Under each work experience opportunity note down your main roles/responsibilities and what you learnt/gained
- Include any volunteering, paid, school (or other relevant) experience

Skills/languages

- Relevant tangible knowledge
 - E.g. proficient C++ coding French (native proficiency)
- Leave transferable skills (e.g. communication) for your bio/cover letter where you can demonstrate them.

Certificates/training/awards

- E.g. Online courses - what you did/learnt
- Driving licence (if relevant)
- If you did DofE make sure you include your voluntary work under your experience section!