Name

Address

**Phone Number:**

**Email:**

1 or 2 sentences about yourself– this is chance to ‘grab’ the employer and get them to read on.

**Skills and Qualities**

Remember to give a few examples of where and how you have developed these rather than just list.

**Achievements**

This could include school council, captain of a sports team or anything else you are really proud of.

If you have attended another school before coming here (since Year 7 – you do not need to include Primary school) you can also include the school name, dates you attended and any qualifications you achieved whilst there.

**Education**

Sutton Community Academy, Sutton-in-Ashfield

September 2014-June 2019

Subject – Predicted Grade June 2019

English 6

Make sure you include your predicted grades. Top Tip: Use the ‘Tab’ key to line up your grades neatly like this

Maths 5

Science 7

ICT 5

Photography 6

**Work Experience**

What you did and what you learnt – think about skills you developed

**Interests**

What you are interested in – play for a sports team, part of a group (cadets/scouts/guides) talk about why you enjoy it and again any skills or qualities not already mentioned.

**References**

If you have space include the contact information for your tutor (or anyone else who has agreed to provide a reference for you – you must have their permission). Alternatively, you can write “References available on request”.