**Name**

**Email Address Phone Number**

**Personal Statement**

1 or 2 sentences about yourself to ‘grab’ the employer. What can you bring to the sector (briefly – think skills!) and why you’re interested (what are your career goals?)

**Education**

How you fill this may be dependent on how much space you have. For example:

Sutton Community Academy – September 2020 – Present

If you have attended another school since Y7, you can include this here with dates attended and any qualifications you may have achieved there.

You do not need to include primary school.

8 GCSEs grades 4-9 including Maths, English and Science

OR

Sutton Community Academy – September 2019 – June 2024

English Literature – 8

English Language - 7

Maths – 4

Hospitality and Catering – 8

Geography – 9

**Work Experience**

Where, when and what you learnt – what skills did you develop and from doing what?

Primary School – Classroom Assistant – January 2025

* What I did (responsibilities) and what I learnt (skills)
* What I did (responsibilities) and what I learnt (skills)
* What I did (responsibilities)and what I learnt (skills)

**Extracurriculars & Interests**

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

You can write “References available on request”.

If you have space you could include the contact information for your tutor (or anyone else who has agreed to provide a reference for you – you must have their permission).