

pearsonwhiffin  
EDUCATION

CV GUIDANCE  
SUMMER 2020

This presentation has been designed to help you write your CV;  
in particular it looks at education and experience.



# EDUCATION – ACADEMIC QUALIFICATIONS

- Your CV should offer its reader a very clear picture of your school based qualifications – namely your GCSEs and A-Levels (or equivalent qualifications)
- Your CV does not need to list EVERY subject you have studied but DOES need to include all relevant subjects and the core subjects (Maths, English and Science)
- Order or display your qualifications and grades to best show the relevant subjects

# EDUCATION – ACADEMIC QUALIFICATIONS

- Here are some examples of how you could display your qualifications:
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**8 GCSEs (A\* - C grade) including Maths, English, Science and Sport - Pearson Whiffin School: Sept 2014 – Jul 2017**

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**Pearson Whiffin School** (*2014 – 2017*)

## **GCSE's:**

Maths – A (predicted)

English – B (predicted)

Science – B (predicted)

7 Other GCSE's including Humanities, French and Sport

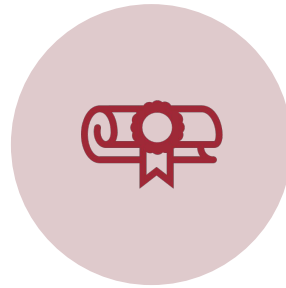
# EDUCATION – NON-ACADEMIC QUALIFICATIONS

- Your CV should also offer its reader an insight into other training or qualifications you have received
- You could, for example, include safeguarding training, health and safety training, first aid training, coaching qualifications, instructor awards etc.
- In some roles these non-academic qualifications are as important as those you gain in school

# ACTIVITY



MAKE A LIST OF YOUR  
ACADEMIC AND  
NON-ACADEMIC  
QUALIFICATIONS



DECIDE WHICH  
QUALIFICATIONS ARE MOST  
RELEVANT TO YOUR CHOSEN  
CAREER AND WHICH  
QUALIFICATIONS SHOW YOU IN  
THE BEST LIGHT (I.E. A GRADE 9)



FIND A WAY OF SHOWING YOUR  
QUALIFICATIONS TO BEST  
HIGHLIGHT THOSE YOU HAVE  
CHOSEN

# EXPERIENCE

- As a school leaver this section is often difficult to complete and may take some thought to populate
- Include in this section:
  1. Paid work or jobs
  2. Work experience placements
  3. Voluntary work (including charity work if necessary)
  4. Any other projects or 'work' that you have done which may benefit your application

# EXPERIENCE

- For each 'job' include the company name, your job title, the dates of your employment along with a description of your duties and importantly your performance and achievements
- Use bullet points to highlight your duties and achievements
- Avoid simply listing your duties if they are obvious
- Ensure that you include industry specific information i.e. IT packages you have used or tools that you have become competent in the use of during this job



# EXPERIENCE – AN EXAMPLE

## **Part-time Sales Assistant – PW Supermarket (April 2016 – Present)**

Full-time employee during summer and peak periods. Part time during school term time. Operated in a range of roles and always looking to learn new areas and upskill myself.

### **Key duties and achievements:**

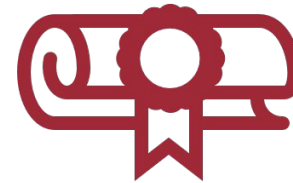
- 100% attendance since start date
- Recognised as employee of the month May 2018
- Regularly praised by management as a very efficient and competent employee
- Operated in a range of roles including chill, stock, customer service and tills
- Trained and promoted to customer service kiosk – a role normally reserved for more experienced staff

# ACTIVITY



Use the headings on the right to list out your experience

Under each job role write 3-5 bullet points showing your achievements in this role, your duties and the experience you have gained



1. Part time or paid work
2. Voluntary work
3. Work experience placements
4. Coaching work
5. Experience gained with family and friends

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EDUCATION

Daniel Goodwin  
Business Manager  
Pearson Whiffin Education