

Template 01 — School Leaver | Blank CV Template

Who this is for: Year 11 or Year 12 students applying for their first part-time job, work experience placement, or general entry-level role.

[YOUR FULL NAME]

[City, UK | Phone | Email | LinkedIn (optional)]

PERSONAL STATEMENT

[2–3 sentences. Who you are, what you are studying or have studied, and what you are looking for. Example: 'Motivated Year 12 student with a strong interest in [sector]. Looking for a part-time or work experience role where I can develop my skills in [area] and build real workplace experience.']

EDUCATION

School / College: *[School name] | [Dates, e.g. 2022–2024]*

Qualification: *[A Levels / BTECs / GCSEs]*

Subjects & Grades: *[List subjects and grades — e.g. Maths A, English B, Science B]*

Previous School: *[School name] | [Dates]*

GCSEs: *[List best 5–8 with grades]*

WORK EXPERIENCE & VOLUNTEERING

Role / Organisation: *[Job title] | [Organisation] | [Dates]*

- *[Responsibility 1: What you did — use action verbs: managed, organised, supported]*
- *[Responsibility 2: A specific achievement or responsibility]*
- *[Responsibility 3: A skill you demonstrated]*

Note: *[Include part-time jobs, volunteering, school roles, family business]*

SKILLS

Technical Skills: *[Microsoft Office, any software, platforms, tools]*

Languages: *[State level: conversational, fluent, native — or delete if not applicable]*

Other: *[Driving licence, first aid, or other relevant skills]*

ACHIEVEMENTS & INTERESTS

Achievements: *[Awards, DofE, sports captaincy, school council, competitions]*

Interests: *[2–3 genuine interests that show relevant skills — keep it real]*

REFERENCES

References: Available on request.

Template 01 — School Leaver | Worked Example (fictional student)

This is a fictional example showing what a realistic — not aspirational — student CV looks like in this sector. Names and details are made up.

Amara Osei

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PERSONAL STATEMENT

Year 12 student at Lewisham Sixth Form College studying Business, English and Media. Reliable, organised and eager to develop practical work skills. Looking for a part-time or weekend role where I can apply my communication skills and build experience alongside my studies.

EDUCATION

Lewisham Sixth Form College | 2023–Present

A Levels (in progress): Business Studies, English Language, Media Studies

Deptford Green School | 2018–2023

GCSEs: English Language A (7), Maths B (6), Science B (6), Business Studies A (7), History C (5), Art B (6)

WORK EXPERIENCE & VOLUNTEERING

Volunteer — Local Food Bank, Deptford | June 2023–Present

Sorted and packed food donations for weekly distribution to 60+ families

Greeted and assisted visitors at the front desk — developed confidence with new people

Trained two new volunteers on stock rotation procedures

Babysitter — Private Family | September 2022–Present

Responsible for care of two children (ages 4 and 7) on a regular basis

Demonstrates reliability, trust and the ability to manage responsibilities independently

SKILLS

Microsoft Office (Word, Excel, PowerPoint) — used regularly for coursework

Social media content creation — managed school Instagram account for 6 months

Basic customer service skills developed through volunteering

ACHIEVEMENTS & INTERESTS

Duke of Edinburgh Bronze Award — completed October 2023

School Council Representative — Year 10 and Year 11

Interests: reading, creative writing, community events

REFERENCES

Available on request.

What School Leaver employers want to see:

- ✓ GCSE grades listed clearly — employers use them as a baseline filter
- ✓ Any experience shown, however informal (babysitting, volunteering, paper round)
- ✓ Personal statement that is specific, not generic
- ✓ Interests that demonstrate real skills or commitment

Common mistakes to avoid:

- ✗ 'Hardworking team player' with no evidence to back it up
- ✗ Leaving the personal statement blank or vague
- ✗ Not listing GCSE grades — always include them
- ✗ A CV that is nearly empty — pad with genuine detail from school life

Universal CV tips — applies to every sector:

Length: one page until you have 2+ years of experience.

Format: save and send as a PDF — never a Word doc.

Email address: use firstname.lastname@gmail.com — not nicknames.

Tailor it: adjust your personal statement for every application.

Proofread: read it backwards. Get someone else to read it too.

More free resources at careerguide.network