**NAME**

|  |
| --- |
| **Address**  **Postcode**  **Telephone Number**  **e-mail address** |

**Personal profile**

|  |
| --- |
| ***Summarise how would someone else describe you and explain your future ambitions/ career path and why you want that career .*** |

**Skills and Achievements**

|  |  |
| --- | --- |
| **Skills & Achievements** | **Example- give personal, relevant examples to demonstrate** |
| **Transferable skills / Soft skills-** *Usually found on the* ***Person Specification*** | |
| Use specific skills from the Person Spec/ advert-E.G.   * Team Work * Leadership * Personal Motivation, Organisation and Time Management * Listening * Written Communication * Verbal Communication * Research and Analytical Skills * Numeracy Skills * Personal Development * Information Technology | ***Explain where you have used or demonstrated some of these skills. Choose the ones that are highlighted in the advert or person spec or are used within a profile of a career/ job you want. Use JED, National Careers Service or Prospects*** |
| **Job Specific Skills-** *Usually found on the* ***Job Description*** | |
| Use specific skills from the job description-E.G.  Auditing Brake Alignments Building Maintenance C++ Programming Carpet Laying  Cleaning Composite Engineering Cooking Desk Top Publishing Drill Press Operation  Payroll Accounting Public Speaking | ***Look at the Job Description and pick out the Key Job Specific skills that you need***  ***Explain where you have used or demonstrated some of these skills. Choose the ones that are highlighted in the advert or Job Description or are used within a profile of a career/ job you want. Use JED, National Careers Service or Prospects*** |
| **Career Management Skills-** Demonstrate to an employer that you **want to work** and have **made attempts to find out about the company/ industry** | |
| 1.**Self-Aware**-Recognise your own strengths and weakness  2.**Receptive**-Be open to new ideas and working in different ways  3.**Driven**-Be reliable, motivated, punctual, well-organised, hard-working  4.**Self-Assured**-Be willing to ask questions and seek more information  5.**Resilient-Learn** to cope with rejection and set-backs  6.**Informed**-Display an ability to search for job vacancies and complete background research  7.**Work-Readiness**-Make sure you are fully informed about the sectors you are interested in working in | ***Give specific examples from school, extracurricular, hobbies or work experience to show you have these skills*** |

**Education**

*Dates you attended secondary school and 6th form*

|  |  |
| --- | --- |
| From-Present | St Bede’s Catholic Comprehensive School and Sixth Form College, Consett Road, Lanchester, Co. Durham, DH7 0RD |

**Qualifications**

|  |  |  |  |
| --- | --- | --- | --- |
| **Advanced Level and Equivalent** | | | |
| **Date of Exam** | **Qualification/ Level** | **Subject** | **Expected Grade/Grade** |
| *June 21* | *A Level* | *History* | *A\** |
| *June 21* | *BTEC – Level 3* | *Business* | *Distinction* |
|  |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **GCSE Level and equivalent** | | | |
| **Date of Exam** | **Qualification/Level** | **Subject** | **Expected Grade/ Grade** |
| *June 19* | *GCSE* | *Maths* | *7* |
| *June 19* | *BTEC, Level 2* | *Business Studies* | *Distinction* |
| *June 19* | *GCSE* | *PE* | *8* |
|  |  |  |  |

**Work Experience-*Remove this section if you have not had this type of experience***

|  |  |
| --- | --- |
| **Date** | **Name & address of company** |
| ROLE: | |
| SKILLS GAINED: | |

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**Part Time Employment- *Remove this section if you have not had this type of experience***

|  |  |
| --- | --- |
| **Date** | **Name & address of company** |
| ROLE: | |
| SKILLS GAINED: | |

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**Volunteering, Hobbies, Interests & Additional Information**

|  |
| --- |
| ***List and explain the skills or personal qualities have you gained from these?***  ***Expand this section if you have not had work experience or employment*** |

**References**

|  |  |  |
| --- | --- | --- |
|  | 1. | 2. *OUTSIDE OF SCHOOL- not related to you* |
| Name |  |  |
| Job Title | Head of Year |  |
| Company | St Bede’s Catholic School & Sixth Form College |  |
| Address | Consett Road,  Lanchester  Co. Durham  DH7 0RD |  |
| Contact Details | 01207 520424 |  |