

CV Supporting Document

Aims:

To support young people with SEND (Special Educational Need and Disability) with writing their CV.
To provide parents and support staff with resources to support Young People with writing their CV.

Overview

To allow everyone to put their own stamp on their CV, we recommend choosing a CV template that you like from Word or another word processing app. There is a basic CV outline included in the '3 Steps to Employment' pack to use as an alternative but be sure to make it unique.

What to include in your CV

Section of CV	What to include	Examples
Contact Information	Your full name Email address Phone number The area you live in	John Smith j.smith@email.com 012345678910 Oxford, UK
Overview and aspirations*	What kind of person are you? What do you want to do for a career? What can you offer to the company?	<i>*Note this section doesn't usually have a heading</i> I am a hardworking and caring individual with a passion for making people happy. I want to work in a café so that I can bring smiles to the people I am serving.
Skills	What are your main strengths and how you demonstrate these? How can you use these skills at work?	I have good time management skills which I have used throughout my school life to ensure all assignments are delivered on time. In a workplace this means I will be reliable at working to deadlines.
Experience	What work experience have you done? What did you learn? What other experiences have you had? What did you learn?	Oxford Café (2021) – I used organisation skills to ensure the food was properly prepared and served on time. I used good customer facing skills when delivering food and drinks. Science Project: I used leadership skills to guide my team to success in the year 11 science project. I then prepared a presentation on the project and was able to confidently present this to my peers.
Education	Which schools or colleges have you been to? What years were you there? Did you get any qualifications?	Oxford Secondary School (2012-2018) Oxford College (2018- 2021)
Awards and achievements	Have you got any certificates or prizes? Have you done anything for charity? What are you proud of doing?	Charity walks to raise money for RSPCA Leadership award at college Eco-councillor

Tips for a good CV:

- Focus on your skills and achievements
- Make sure it looks professional
- Be honest
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Symbol Communication Aids:

Included in the '3 Steps to Employment' pack is a Widgit prompt document to support discussing ideas for content of a CV. This is not intended to form a CV alone, but can support with what might be included in a CV.

As well as this, there are 2 Widgit supporting documents to support communicating strengths and weaknesses and likes and dislikes. These can be used by those writing their CV to think about what to include in their CV. A good CV should include your strengths and likes. Where possible, think of skills and likes which are not included in the supporting documents to include in your CV.