



Year 10 Careers Newsletter: Friday 15th May 2026

Hello, Year 10

I am aware that a significant number of you are fortunate to have part-time jobs. However, there are also a number of you who have asked how to go about finding employment. Very often, employers will ask for a CV. Do you know what this is? When looking for employment, work experience, placements and apprenticeships, it is vital that you are able to show how you use your strengths to complete tasks or qualifications.

A CV is a document that shows all the qualifications you have as well as those you are due to take, i.e. GCSEs. It gives a brief summary of key information about yourself that you give to potential employers, when applying for a job or work experience. This allows the employer to see whether you would be suitable for the role you are applying for based on your qualifications, experience and skills.

Your CV should be 1 side of A4 (maximum 2 sides). It should be unique to you and reflect your personality, skills and ambitions, but you should include the following sections

- **Your Contact Details**- Your name, address and a contact number so that a company can get in touch with you.
- **A Personal Profile**- This paragraph gives a description of what you are like and the skills and strengths you can bring to a company. What do you do best? What are you good at?
- **Your Education and Training**- The time you have spent at each school, college or training provider, what you did there and any qualifications you gained whilst studying.
- **Your Work Experience**- This includes any work experience you did at school and any other part time or full time work you have had.
- **Your Hobbies and Interests**- Companies like to know what you enjoy in your spare time especially any sports or creative activities. It shows a company your hidden talents e.g. "I play football for a local team." Or "I like to design and make costumes for plays in my spare time." Remember to say how these skills will benefit the employer, i.e. playing football has provided me with excellent team building skills, motivation and the ability to communicate effectively.
- **References**- Companies will need to know who to contact to act as your referee. However, it is important that you ask your referees if they are happy to be contacted by potential employers. Give 2 referees. One who will provide a 'professional / work-focussed' reference. Ideally, this will be someone for whom you have previously worked. Remember, helping a member of the family with chores such as gardening and shopping is also seen as experience of work. The second referee should be used for a character reference, i.e. highlighting your personal strengths. This could be your Tutor or your football coach.

The most important thing to remember when writing a CV is to be positive about what you can do. You do not need to write about your weaknesses, as these areas are just strengths waiting to be developed while you learn and areas for improvement.

Carry out some research using the internet. A CV has a very traditional format. Next week, I shall provide you with an example. Meanwhile, start looking for a Summer job. Be confident and go and ask businesses in town, or close to where you live. I cannot stress enough the importance of YOU approaching businesses and not your parents or siblings. It is you they will be employing, so why would you send someone else to ask them for a job?

Have a great weekend, Year 10.

Mrs Griffiths-Jones

