It's never too early to start planning for a job or career. Before you apply for that first job you'll need to create a CV. CV is the abbreviation for Curriculum Vitae. This is a written summary of your education, experience, and interests. Sometimes this is also called a resume.

When you apply for a job you will be asked to give them a copy of your CV. Since this is the first thing that a future employer will see, you need to design it in a way that highlights your abilities and makes you stand out from all the other applicants. Even if you have never had a job, chances are you have plenty of important skills that you can list.

So, what does a CV look like and how can you create one yourself? Take a look at the sample below. You can use it as a guideline to help you write yours. This is a very simple introduction to creating a CV. Ask your teacher or parents for more information and help to create your own!

Name
Address
Town/City, Postal Code
Phone Number
Email Address

Objective:

Here you can include one or two sentences about what it is that you want to do.

Experience:

Here you can list any job or volunteer experience you have. Say how long you have done these things and include a brief description of your responsibilities.

Education:

Here you list your secondary school, where it is located and the years of attendance. Later, if you attend a sixth-form college or university you can add that information.

Skills/Interests:

This is a good place to write down other things you can do or any special knowledge you may have.

Sample

John Smith
123 Any Street
Any Town, 12137
12-34-5566
jsmith@citynet.com

Objective:

To begin my career in veterinary medicine by working in an animal hospital.

Experience:

Dog Walker / 2004-Present
Walk dogs for three families in my neighborhood. Arrange walking schedule. Responsible for cleaning up after dogs and keeping them safe.

Baby Sitter / 2003-2005
Provided child care for my baby sister and my nephew. Changed nappies, prepared baby food and heated up bottles.

Education:

ABC Secondary School, Any Town
2005-Present

Skills/Interests:

- Speak French and Spanish.
- Play tennis and basketball
- Use computers and Internet