



NatWest
Group

Your Future Starts Here

How to Write a CV That Opens Doors



Why a CV Matters

- Your CV is the first impression a Hiring Manager has of you
- Shows skills, achievements and potential
- An effective CV will get you noticed and will open doors
- You'll need a CV when applying for jobs, apprenticeships and higher education
- CV should focus on your transferable skills and potential
- Everyone has something to offer – It's about showing it well!



Format





Sarah Johnson

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Personal Statement

I am a highly motivated and dependable individual who has just graduated from Hometown High School with a focus on science and mathematics. I have developed strong communication, teamwork, and organisational skills through academic and extracurricular involvement. I am eager to begin my career in customer service, administration, or marketing and am excited about developing my skills further within a supportive and growth-focused environment.

Key Skills

- **Communication:** Excellent verbal and written communication skills developed through school presentations, group projects, and volunteer work.
 - **Teamwork:** Collaborative and easy to work with in group settings, demonstrated through participation in school clubs and team-based projects.
 - **Problem Solving:** Analytical thinker with a knack for identifying solutions to challenges, proven by problem-solving tasks in school.
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Work Experience

Customer Service Assistant – The Green Grocer

March 2023 – June 2023

- Provided assistance to customers, answering questions about products and services.
- Handled transactions at the checkout counter and maintained an organised work environment.
- Developed strong interpersonal skills and learned how to address customer concerns effectively.
- Gained experience in stock management, including restocking shelves and creating promotional displays.

Education

Hometown High School – Hometown, ABC

September 2018 – June 2023

8 GCSEs gained, Grade A-C

- Consistently in the top 15% of the class.
 - Awarded “Student of the Month” in January 2023 for exceptional teamwork on a school project.
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Extracurricular Activities

President – Student Council

September 2021 – June 2023

- Led the student body in organising events, including school dances, fundraising drives, and community outreach programs.
 - Collaborated with school administration to implement student-driven initiatives, such as “Sustainability Week.”
 - Developed leadership skills, event planning abilities, and a deep understanding of teamwork.
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Volunteer Experience

Volunteer – Hometown Animal Shelter

September 2021 – June 2022

- Assisted in the care and adoption process for animals, including walking dogs and cleaning animal enclosures.
- Engaged with potential adopters, providing them with information about animals and the adoption process.
- Learned the importance of responsibility, empathy, and communication while working with both animals and people.

CV do's and don'ts



Clear and easy to read

Evidence of skills and experiences

Repeat key skills

Tailored to the role you're applying



Spelling or grammar mistakes

Inconsistent formatting

Focus solely on your education

Where to get help & advice

- 1 School Career Services/UCAS
- 2 National Career Services
- 3 Job Centre Plus
- 4 Prospect.ac.uk
- 5 Local Volunteering Opportunities – Do-it.org
- 6 Online tools – Canva, Google
- 7 Ask Teacher, family or Mentors to review your CV

