

Considering your options



University

What qualifications do you need for the job you want? Will going to university help you achieve this?



Apprenticeships

Could you earn while you learn? There are over 240 different apprenticeship frameworks out there!



World of work

Are you able to kick-start your career and start earning money without any further qualifications?

How to reach your goals

1

Step 1

Think about what you want to do - don't feel pressured and don't do something for the sake of it

2

Step 2

Work backwards: how can you achieve this goal? Look at job descriptions, talk to friends, family, teachers

3

Step 3

Start working towards your goal NOW - there's no time like the present to hit the ground running!

What grade do you need for your desired degree? What work experience would help you? What extra-curricular activities will make you stand out?

What companies look for when hiring



Willingness to listen and learn



Ability to work as part of a team



Strong communication skills



Excellent time management



Previous work experience



A well presented individual

What to include on your CV



Contact details

This is the very basic stuff: your name, home address, email address, and phone number



Achievements

Mention anything you're particularly proud of, like completing a project, winning an award or reaching a certain goal



Education

List this in reverse chronological order, including the names of your schools and the dates you were there. Also include the most relevant qualifications



Experience

Give a high-level overview of any relevant experience you have. If you don't have any, feel free to remove this section



Personal statement

Provide an overview of who you are and try to inject a touch of personality. Also highlight specific qualities that match you to the role you're applying for



References

If you need to save space, say 'References available upon request'



Hobbies and interests

Write about interests which show unique sides to your personality and your capacity for learning new skills. This will demonstrate that you're keen to develop yourself outside of school



Resources

Check out our Career Advice centre for more advice on perfecting your CV and download our school leaver template here: <https://www.cv-library.co.uk/career-advice/cv/cv-templates/school-leaver-cv/>

Start YOUR journey today



Think about your transferable skills



Gain relevant work experience



Clean up your social media profiles



Practise your interview technique



Perfect your CV and cover letter



Sign up to job boards like CV-Library

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