

**Hi, welcome to the Send My CV template.**

Complete each section with as much information as you can. Teachers and staff can help you along the way and you’ll need their input for some sections.

Once you have completed the form, save it as your name and upload it [**here**](https://www.grangeschoolcareers.co.uk/sendmycv)

**Your name**

Insert your full name here

**Contact Details**

If you have a personal email you can use that. Make sure it is professional and nothing too silly.

Alternatively you can ask your teacher to use theirs.

You may want to include a contact number. This can be your mobile.

**Personal Statement**

A bite-sized sentence or two that sums up who you are professionally and what you have to offer employers. See the example on the Send My CV website.

**Key Skills**

Use the 6 key skills from our careers subject. Add a sentence for each of the below:

**Punctuality**

Insert Sentence here

**Working Safely**

Insert Sentence here

**Time Management**

Insert Sentence here

**Desire and Enthusiasm**

Insert Sentence here

**Key Skills continued**

**Problem Solving**

Insert Sentence here

**Communicating Effectively**

Insert Sentence here

**Addition Skills**

Write about any other skills you have that employers should know about.

**Education (Staff to complete this)**

**Include all subjects and levels**

**e.g. English Entry Level 3, Maths Entry Level 2...**

**Work Experience**

**You will have done a lot of work experience over the years at Grange. Include the places you have worked and the time you have worked there .**

**e.g. Brewhog Café (September 2020 – July 2022)**

**We will populate the information about each of the school businesses after you upload this document.**

**Personal Interests**

**This is a small section about any hobbies and interests you have. This is a bit about what you do outside of school and can include anything like Pokemon, Comic books, drawing, music, sports etc. Be specific about the things you like and only mention your top 3 interests.**