

CV: THINGS YOU COULD INCLUDE

Working out what skills you have developed can be tricky, yet it's an essential part of writing a compelling CV. If you are stuck with this, in life.

These could be obvious (eg a School Prefect - responsible and reliable) or more hidden (eg playing in a sports team - teamwork and leadership).

OTHER THINGS TO CONSIDER INCLUDING:

- Have you held a position of responsibility before inside school?
eg Prefect
- Have you held a position of responsibility before outside school?
eg Babysitting
- Have you completed recognised qualifications? eg Duke of Edinburgh
- Have you completed a Burnley College Programme?
- Have you got any relevant hobbies that have given you transferable skills?
- Have you raised money for charity before? eg Sponsored cycle
- Have you done any volunteer work?
- Have you received awards? eg Attendance, Attitude, Effort

With the above, all have related skills. [The National Careers Service](#) have a great tool for finding out what sort of skills you have, and potentially suited career paths.

Another great way to discover more about yourself includes taking the [16 Personalities Test](#).