

SIXTH FORM FOCUS

Your insight into Ruislip High School Sixth Form life

SPOTLIGHT ON SIXTH FORM LIFE: EMPLOYABILITY

Whether you're thinking about getting a part-time job, looking for work experience over the summer or planning to enter into the world of full-time work after Sixth Form, it's never too early to start thinking about what makes you employable!



The Ultimate Work Experience

Curious about what's on offer in the world of work? Stacey Dooley's series about work experience is an excellent insight into a range of industries. From zoos to Gordon Ramsay's restaurants, there's something for everyone.

Take a look at the series and you might find something to try out yourself!



Make sure you read the next edition to find out more about Sixth Form life!

Make Your CV Stand Out

The best place to start when you are looking for a job is having an excellent CV to hand. If you are starting from scratch, it can be tricky to know what to include. Once you've got the basics such as your contact information and your qualifications, you can then start adding your experience and the things unique to you. Here are a few ideas of things you might not have thought to include.

Work Experience and Skills

It is important to include any work or volunteer experience you have. Whilst the experience may not be directly related to what you are applying for, it will have equipped you with a variety of transferable skills so make sure you include it!

Here are 6 tips to help you write your CV!

<https://www.cv-library.co.uk/career-advice/cv/6-student-cv-tips/>



Think about these transferable skills and where you may be able to demonstrate them:

- Customer Service
- Good time management
- Team work

Other Qualifications

You may have some additional qualifications outside of the ones you have earned at school. Perhaps you are a football coach or have become a fire marshal at your part-time job. These show a future employer you are able to take on additional responsibilities and are proactive in expanding your opportunities.

Presentation of the page

We have all seen a big block of text and been put off from reading it, this goes for employers too! Think about how you can make your CV stand out, making sure you include headings for each section. You could utilise coloured textboxes for some parts. Take a look at the templates on CV Library for ideas on how to layout your CV: <https://www.cv-library.co.uk/career-advice/cv/cv-templates/>

If you would like help or advice about your CV, speak to Miss Costick in the new 6th Form Study Room.