

Hannah Jane Davies

18 Scottle Street, Leicester, Leicestershire LE2 5JW, 07588573658, h.j.davies@hotmail.com

Objective 16+ Application

Experience

In College:

- 2 weeks work experience at Stephen George and Partners (architect practice)
- Silver Arts Award
- Year 9 - Christmas hampers for Age Concern
- Space Academy – project at National Space Centre 2011
- Played violin in SJNCC orchestra - Christmas concert 2011, Sounds of Spring 2012
- Year 9 gifted and talented visit to University of Cambridge
- Year 10 'Away Day to Mars' master class at National Space Centre
- Christian Union (Leader)
- Maths 4 Life photography workshop - Year 9

Out of College:

- Leader at Knighton Kids Club
- Silver Duke of Edinburgh Award
- Red belt - Wado Ryu karate
- Grade 2 violin exam

Education Sir Jonathan North Community College, Leicester
2009 - Present

Subject	Examination	Predicted Grade
English Language	GCSE 2013	A
English Literature	GCSE 2013	A
Mathematics	GCSE 2013	B
Science (Core)	GCSE 2013	C
Additional Science	GCSE 2013	B
Art and Design – Fine Art	GCSE 2013	A*
Religious Studies	GCSE 2013	C
Design & Technology - Graphic Products	GCSE 2013	B
French	GCSE 2013	B
ICT	OCR National Level 2	Distinction
Silver Arts Award	NfER	Pass

Interests Music/world music, violin, computers, art and design, studying languages, photography, reading, karate.

References

Mrs Merrills Principal Sir Jonathan North Community College Knighton Lane East Leicester LE2 6FU	Mr Simon Crossbow Architect Stephen Graham and Partners 16 London Road Leicester LE2 3ND
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C.V. GUIDE

Follow the instructions below to create a c.v. as per the example.

Select:

- Word
- File
- New
- Resumes and CVs
- Basic Resumes
- The 2nd Chronological CV (minimalist design) that looks most like the example

Heading section:

- Highlight the top line and it will show “Author” and enter “Miss” or “Ms” followed by your first name and surname
- Click on [Street Address, City, ST ZIP Code] and enter your address
- Click on [Phone number] and enter your phone number
- Click on [E-mail address] and enter your e mail address

In Objective section:

- Click on [Describe your career goal or ideal job.] and enter “16+ Application”

In Experience section, in first block:

- Click on [Job Title] and enter “At College”
- Highlight [Company Name], [City, ST] [Start date] –[End date] [Job responsibility/achievement] and enter your experience. Include activities in College such as: work experience, Sports Leader Award UK or Duke of Edinburgh Award (see example c.v.)
- Make the list into bullet points and decrease indent

In second block:

- Click on [Job Title] and enter “Out of College”
- Highlight [Company Name], [City, ST] [Start date] – [End date] [Job responsibility/achievement] and enter your experience. Include activities such as: music exams or baby sitting (see example c.v.)
- Make the list into bullet points and decrease indent

In third and fourth block:

- Click in the box and select:
 - Layout
 - Delete
 - Delete Rows
- Click under the line at the top and repeat

In Education section:

- Click on [Degree obtained] and enter “Sir Jonathan North Community College”
- Click on [School Name] and enter “Leicester”; delete [City, ST]
- Click on [Date graduated] enter the date that you started at SJNCC followed by “- present”
- Delete [Special award/accomplishment or degree minor]

- Select Insert
- Select Table
- Highlight 3 x 8 Table and click (rows may be more or less depending on number of exams)
- Highlight top row
- Select Home
- In Paragraph select Centre
- Label top row – “Subject”/”Examination”/”Predicted Grade” in bold
- Fill in exam subjects starting with English Language, then Literature and Maths
- Add other qualifications after GCSE exams e.g. ASDAN Youth Award
- Fill in Examination column i.e. GCSE
- Fill in Predicted Grades column

In Interests section:

- Click on [Briefly list interests that may pertain to the type of job you want.] and enter the details of your clubs, groups, classes or hobbies.

In References section:

- Delete “References are available on request”. Select:
- Insert
- In Tables select Table
- Highlight 2 x 5 Table and click
- In the left hand column type:
 - Mrs A Merrills
 - Principal
 - Sir Jonathan North Community College
 - Knighton Lane East
 - Leicester
- In the right hand column put a referee who is not from the school
- Highlight References table
- Select Home
- In Paragraph select No Border

To finish your c.v:

- Check that the c.v. fits on 1 page, if not, reduce font size
- Check that you have deleted any details and rows from the template that you do not need
- Check that your exams table is not too wide and reduce the width if necessary by highlighting the table and selecting:
 - Layout
 - Cell Size
 - Width
- Save c.v. by selecting:
 - File
 - Save As
 - Select the place where you would like to save your c.v
 - Save.