### **Tips for Writing a Strong CV**

1. **Start with a Strong Personal Statement**Your personal statement is the first thing employers will read, so make it count! Briefly introduce who you are, what you’re passionate about, and what you’re looking for. Mention your interest in software consultancy, IoT, and highlight any relevant skills or experiences.  
   **Example:***“I am a highly motivated Year 12 student with a strong interest in software development and IoT technologies. I am seeking an internship opportunity to apply my coding skills and gain hands-on experience in the industry.”*
2. **Highlight Your Education**Since you’re still in school, your education is one of your strongest assets. List your school name, expected graduation date, and the subjects you’re studying. Include any predicted or achieved grades, especially in relevant subjects like Mathematics, Computer Science, and Physics.  
   **Example:**\*“Expected GCSEs: June 2025
   * Mathematics: Predicted Grade 9
   * Computer Science: Predicted Grade 9
   * Physics: Predicted Grade 8”\*
3. **Emphasise Relevant Skills**Think about the skills that are most relevant to the job or work experience you’re applying for. For software consultancy, skills like programming (Python, Java), problem-solving, teamwork, and creativity are highly valuable. Even if you’ve gained these skills through school projects or hobbies, they’re worth mentioning.  
   **Example:**\*“Skills:
   * Programming Languages: Python, Java
   * Software Tools: Arduino IDE, Unity
   * Design Tools: CAD software, Adobe Photoshop
   * Soft Skills: Teamwork, communication, creative thinking”\*
4. **Include Any Relevant Experience**Even if you haven’t had a formal job yet, you can still list relevant experiences like school projects, club activities, or volunteer work. Focus on what you did, the skills you used, and any outcomes or achievements.  
   **Example:**\*“Student Developer (IoT Project) | School Robotics Club  
   January 2023 – Present
   * Developed an IoT weather station using Arduino.
   * Collaborated with peers to integrate sensors and create a user-friendly interface.
   * Presented the project at the school science fair and won ‘Best Innovation.’”\*
5. **Don’t Forget Extracurricular Activities**Extracurricular activities show that you’re well-rounded and have interests outside of academics. If you’re involved in clubs or competitions related to technology, coding, or even non-tech activities like sports or music, include them to show your dedication and time-management skills.  
   **Example:**\*“Extracurricular Activities:
   * School Robotics Club: Member, 2022 – Present
   * Game Development Club: Member, 2022 – Present
   * UKMT Maths Challenge: Participant, 2021 – Present”\*
6. **Showcase Your Achievements**If you’ve won any awards, earned certifications, or achieved high marks in relevant subjects, be sure to include them. This demonstrates your commitment and ability to excel in areas that matter to employers.  
   **Example:**\*“Achievements:
   * 1st Place in School Science Fair for IoT Weather Station project, 2023
   * UKMT Intermediate Maths Challenge Gold Award, 2023
   * High Achievement in Computer Science and Mathematics, 2023”\*
7. **Mention Your Interests**Including a section on your interests can give employers a better sense of who you are as a person. If your interests align with the role you’re applying for, it can help strengthen your application. For example, if you’re into coding, gaming, or building gadgets, mention it!  
   **Example:**\*“Interests:
   * IoT Devices and Smart Home Technology
   * Video Game Design and Development
   * Robotics and AI
   * Mathematics and Logic Puzzles”\*
8. **Keep It Clear and Concise**Your CV should be easy to read and not too long—one page is usually enough for a student CV. Use bullet points, clear headings, and a simple font to make your CV visually appealing and straightforward.
9. **Proofread and Get Feedback**Before you send your CV, make sure to proofread it carefully to catch any spelling or grammar mistakes. It’s also a good idea to ask a teacher, parent, or friend to review it and give you feedback.
10. **Tailor Your CV for Each Application**Finally, don’t send the exact same CV to every employer. Tailor your CV to match the specific role or company you’re applying to by highlighting the most relevant skills and experiences. This shows employers that you’ve put thought into your application and are genuinely interested in the position.

### **Final Thoughts**

Your CV is your chance to showcase who you are and what you can bring to the table. By following these tips, you can create a strong, professional CV that will help you stand out to potential employers and get your foot in the door in the software consultancy industry. Good luck!

### **Mock CV Template**

#### **Mock CV - UK High School Student Interested in Software Consultancy (IoT)**

**Name:** Jane Doe  
**Address:** 1234 Oak Road, London, SW1A 1AA  
**Email:** jane.doe@email.com  
**Phone:** 07123 456789

**Personal Statement**I am a highly motivated secondary school student with a passion for technology, particularly in the fields of software development, IoT, and game design. I am eagerly looking for a work experience placement or entry-level opportunity to apply my skills and further my understanding of the software consultancy industry. I have worked on 2 projects, one focusing on IoT which won “Best Innovation”, and the other where I was responsible for coding the gameplay mechanics and character controls.

**Education  
School Name** | London, UK  
Expected GCSEs: June 2025

* **Predicted Grades:**
  + Mathematics: Grade 9
  + Computer Science: Grade 9
  + Physics: Grade 8
  + English Language: Grade 7
  + Design and Technology: Grade 9

Expected A-Levels: June 2027

* **Subjects:**
  + Mathematics
  + Computer Science
  + Physics

**Skills**

* **Programming Languages:** Python, Java, HTML/CSS
* **Software Tools:** Arduino IDE, Unity (for game development), Git
* **Design Tools:** Adobe Photoshop, CAD software
* **Soft Skills:** Problem-solving, teamwork, communication, creative thinking

**Experience**

**Student Developer (IoT Project)** | School Robotics Club | London, UK  
January 2023 – Present

* Developed and programmed an IoT-based weather station using Arduino.
* Worked with a team to integrate sensors and create a user-friendly interface.
* Presented the project at the school's science fair, winning "Best Innovation."

**Game Development Team Member** | School Game Development Club | London, UK  
September 2022 – Present

* Contributed to the design and development of a 2D platformer game using Unity.
* Responsible for coding gameplay mechanics and character controls.
* Participated in beta testing and debugging to ensure a smooth user experience.

**Extracurricular Activities**

* **School Robotics Club:** Member, 2022 – Present
* **School Game Development Club:** Member, 2022 – Present
* **UKMT Maths Challenge:** Participant, 2021 – Present

**Achievements**

* **1st Place in School Science Fair** for IoT Weather Station project, 2023
* **UKMT Intermediate Maths Challenge Gold Award**, 2023
* **High Achievement** in Computer Science and Mathematics, 2023

**Interests**

* IoT Devices and Smart Home Technology
* Video Game Design and Development
* Robotics and AI
* Mathematics and Logic Puzzles