**Work Experience & Skills**

**Instructions:**

**On a CV you should mention any work experience that you have. Also, you should list any particular skills that you’ve got. Because you’re still at school, both of these things will be limited. However, here are some suggestions for each, see what you can do!**

**Work Experience:**

Mention*: Saturday jobs, summer jobs, part-time jobs; informal jobs with friends or family, e.g. babysitting; voluntary jobs.*

**Skills:**

Mention*: Any certificates/awards you have– e.g. swimming, first aid, Duke of Edinburgh, gymnastics, athletics, scouts/guides, cadets; anything that you can do that is self-taught, e.g. typing, cooking. Do you speak another language?*