

## Need ideas for what to put on your CV if you haven't got many qualifications?

Don't worry if you think you haven't got many qualifications to put on your CV. You probably have lots of other skills and experience that employers will find valuable. Think about what employers are looking for and how you can show them that you have the skills/experience they require.

Think about the skills you have gained at school, in clubs, through part-time work or as a volunteer (e.g. teamwork, leadership, communication, ICT, customer service, etc.).

### Here are some suggestions:

- I had a good basic secondary education and studied a wide range of subjects to GCSE level. I particularly enjoyed [insert subject] and [insert subject].
- I had a basic education, but being a very practical person did not really enjoy the more academic work and left at an early stage to learn in the workplace.
- I had a good basic education, but as a creative and artistic person I tended to do best in art and drama, although I studied a wide range of subjects to GCSE level.
- My education was disrupted by a number of things, which made it difficult for me to show my full potential. I now hope to demonstrate what I am capable of in the workplace.
- As a practical and active person, I particularly enjoyed the more technical 'hands-on' subjects.
- I always enjoyed PE, sport and team activities as I work well with other people.
- I am more of an active, practical outdoor person and did not really enjoy working in a classroom. I did well at [insert subject/activity] and enjoyed various sports activities.

### Free vacancy service

Register with our free vacancy service to be sent details of suitable jobs by text or email. To register, simply visit your nearest Youth & Connexions centre or call **01473 260174/260184**. You can also apply for jobs 24/7 at [www.thesource.me.uk/jobs4u](http://www.thesource.me.uk/jobs4u)

Don't forget that Connexions advisers can give you more help if you need it (e.g. writing a CV and preparing for interviews). They can also give you information about Apprenticeships, training and returning to education. More information on training and courses in Suffolk can be found at [www.future4me.org.uk](http://www.future4me.org.uk)

### Youth & Connexions Service drop-in centres

43 St Andrews Street South, BURY ST EDMUNDS IP33 3PH

Phone: 01284 768493

Infobar, 37 - 43 Fore Street, IPSWICH IP4 1JL

Phone: 01473 341800

Opportunity House, 35 - 37 London Road North, LOWESTOFT NR32 1BH

Phone: 01502 508680

The Cangle, HAVERHILL CB9 9PF (Open Mon - Wed, 10 - 12 midday and 1pm - 3pm)

Phone: 01440 765050

**More work-related factsheets and leaflets can be downloaded from [www.thesource.me.uk/jobs4u](http://www.thesource.me.uk/jobs4u)**