

EXAMPLE CV FOR A LEVEL STUDENTS– USE AS A GUIDE ONLY BUT DO NOT COPY

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Personal profile

A reliable and hardworking A level student with experience of prioritising own work load and time management ability whilst achieving good results. Excellent communication and numeracy skills demonstrated in school and during part time employment. Now seeking an opportunity to learn and develop business expertise in the financial services sector on completion of Sixth Form study.

Key skills and achievements

- Organisational ability and team working demonstrated whilst raising funds for Relief Aid charity project
- Self-motivation and career focus shown as a participant of the Deloitte's Insight Event
- Reliability and dedication evident whilst performing as a member of the award winning school choir
- Experience of working under pressure and to quality standards shown in part time catering job
- Listening skills, empathy and responsibility required whilst volunteering as a peer listener with younger pupils

Education

2012 to date: St Aidan's and St John Fisher Associated Sixth Form, Oatlands Drive, Harrogate, HG2 8JR.

A levels: June 2014

Geography, Business Studies, English Literature, General Studies Results pending

AS levels: June 2013

Geography A, Business Studies B, English Literature B, Psychology C, General Studies C.

2007- 2012: St Aidan's Church of England High School, Oatlands Drive, Harrogate, HG2 8JR.

GCSE's: June 2012

Geography A*, Mathematics A, English Language A, English Literature, A, Science B, Additional Science B, French B, Religious Studies B, Business Studies B, French C

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Employment and work experience

July 2012 to date: La Belle Cuisine, Harrogate Weekend Catering Assistant

Duties: Food preparation and serving customers in an award winning cafe, maintaining quality standards in customer service, food quality and hygiene. Demonstrate ability to work under pressure and show flexibility to adapt to tasks as required including cleaning, handling cash and taking telephone bookings.

June 2011 (1 week): Penny Merchant, Chartered Accountants, Harrogate Work experience

Duties: Work experience on the reception desk, answering the telephone and greeting visitors in a professional and courteous manner. Filing and photocopying documents to ensure that efficient administration is maintained. Occasional work shadowing of the Managing Director to gain an insight into the Accountancy profession.

Interests and additional information

March 2014: Attendance at the Deloitte Insight Event: gained an awareness of careers and opportunities within the financial services sector whilst undertaking business games, skill development and networking activities.

June 2012: Duke of Edinburgh Bronze Award: demonstrated team working skills, organisational ability, resilience and self-motivation.

Involvement in volunteering projects including participation in an annual fund raising event for the Relief Aid charity and ongoing peer listening responsibilities whilst in Sixth Form.

Experienced and confident user of a range of IT packages including Word, Excel and Power Point.

Reader of the Economist, the Independent online and a range of social media sites to keep up to date with current affairs and business news.

References available upon request