

## Example CV

### Name

Address

01234 567899 • 07777 000000 • name@emailaddress

## Personal Profile

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A highly motivated and hardworking individual, who has recently completed their GCSE's and now seeking *part-time/weekend/seasonal employment/.....?* Good organisational skills, with a methodical approach to working and an eagerness to gain experience and learn and develop personal skills in a practical setting (*or ...in the retail sector/hospitality/engineering etc*). Eventual career goal is to become a fully-qualified and experienced ..... with the longer-term aspiration of moving into .....

## Key Skills and Achievements

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- Sound problem solving and numeracy skills
- Accomplished written and verbal communication skills, developed through essays and presentations given during my time at school
- Ability to take the initiative and work well under pressure, ensuring strict deadlines are met, as successfully demonstrated during work experience placement project
- Proficiency in Microsoft Office, including A Excel, Word and PowerPoint

## Education

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Sept 2011 - June 2017 (*dates*) **St. Aidan's C of E High School**, Oatlands Drive, Harrogate, HG2 8JR

### GCSEs *date taken, with actual or predicted grades*

- |                      |     |   |
|----------------------|-----|---|
| • English Language   | 7   | <i>List subjects in order of actual/predicted grade</i> |
| • English Literature | 6   |   |
| • Mathematics        | 6   |   |
| • .....              | ... |   |

## Employment and Work Experience

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### Part-time Sales Assistant, Shop Name, Location

*(Date started – Present/Date finished)*

Key skills:

- Developed strong customer service skills
- Worked effectively both independently and as part of a team
- Excellent time-keeping and reliability

### Estate Agency Name, Location (*unpaid work experience*)

*(July 2016)*

Achievements and responsibilities included:

- Shadowed a key member of staff, observing their day-to-day work and accompanying them on visits
- Maintaining and organising the company filing system
- Answering incoming calls and running professional errands

## Additional Information

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June 2016: Duke of Edinburgh Bronze Award – developed team working skills, organisational ability, self-motivation and resilience.

December 2016 - present: Save the Children charity shop volunteer - developed my customer service and skills.

Feb 2016 – present: Volunteer lighting at sound technician at local amateur dramatics society.

## References

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Available on request.