

Example CV for 6th Form

Name

Address

01234 567899 • 07777 000000 • name@emailaddress

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 6th 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

Sept 2019 – June 2021 *(dates)* **St. Aidan's and St John Fisher Associated Sixth Form,**
Oatlands Drive, Harrogate, HG2 8JR

A Levels – Results Pending

- Government and Politics
- English Literature
- Economics

List subjects in alphabetical order

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Sept 2014 - June 2019 *(dates)* **St. Aidan's C of E High School,** Oatlands Drive, Harrogate, HG2 8JR

GCSEs *(June 2019)*

- | | |
|----------------------|-----|
| • English Language | 7 |
| • English Literature | 6 |
| • Mathematics | 6 |
| • | ... |

List subjects in order of actual grade

Employment and Work Experience

Weekend Catering Assistant, Restaurant Name, Location

(Date started – Present/Date finished)

Achievements and responsibilities include:

- Strong customer service skills
- Working effectively both independently and as part of a team
- Ability to work under pressure
- Maintaining quality standards food hygiene
- Cash handling and telephone skills

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Chartered Accountants Name, Location (*unpaid work experience*)

(July 2019)

Achievements and responsibilities included:

- Shadowed staff members, including the Managing Director, observing their day-to-day work to gain an insight into the accountancy profession
- Photocopying and maintaining the company filing system and running professional errands
- Worked on the reception desk answering incoming calls and greeting visitors in a professional and courteous manner

Additional Information

- June 2018: Duke of Edinburgh Bronze Award – developed team working skills, organisational ability, self-motivation and resilience.
- August 2019: 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.
- Involvement in volunteering projects including participation in an annual fund raising event for the Relief Aid charity and ongoing peer listening responsibilities whilst in 6th 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 on request.

Careers Department
St. Aidan's and St John Fishers Associated Sixth Form
April 2020