

Example CV

Name

Address

01234 567899 • 07777 000000 • name@emailaddress

Personal Profile

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

- 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

Sept 2015 - June 2020 (*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

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 2020*)

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

June 2019: Duke of Edinburgh Bronze Award – developed team working skills, organisational ability, self-motivation and resilience.

December 2019 - present: Save the Children charity shop volunteer - developed my customer service and skills.

Feb 2019 – present: Volunteer lighting at sound technician at local amateur dramatics society.

References

Available on request.