

Example CV

Name
Address
Email address
Phone number

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

Education

Sept 2015 - June 2020 **St. Aidan's C of E High School, Oatlands Drive, Harrogate, HG2 8JR**

GCSEs *date taken, with actual or predicted grades*

- | | |
|----------------------|-----|
| • English Language | 7 |
| • English Literature | 6 |
| • Mathematics | 6 |
| • Business Studies | 5 |
| • French | 5 |
| • Geography | 5 |
| • Media Studies | 4 |
| • Science (Combined) | 4 4 |

List subjects taken in order of actual/predicted grade

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Employment

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

Work Experience

Business name, location (unpaid work experience)

(August 2019)

Achievements and responsibilities included:

- Gained an insight into aspects of business management. Worked with the Quality Manager to compare prototypes to technical drawings.
- Learnt the importance of setting and maintaining consistent quality standards and the use of tools as an ISIR (Initial Sample Inspection Report) and PPAP (Production Part Approval Process).
- Learnt about the companies Covid-19 risk assessment and designed and laminated care posters for staff, visitors and logistics personnel.
- Used my initiative to discuss and win approval for my ideas with key staff

Estate Agency Name, location (unpaid work experience)

(July 2019)

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

Hobbies and Interests

- Gym – I train regularly which helps me relieve stress and maintain high concentration levels whilst studying.
- Golf – Recently I started golf lessons and hope to develop further as and when study allows.
- Reading – I enjoy reading fictional novels on a regular basis. This has not only increased my level of English but has allowed me to stimulate my mind and have time out from my busy schedule.

References

Available on request.

Careers Department
St. Aidan's Church of England School
April 2021

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