

Example CV Post 18

Name
Address
Email
Phone number

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 and responsibility required whilst volunteering as a peer listener with younger pupils

Education

Sept 2020 – June 2022

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

A Levels – Results Pending

- Politics
- English Literature
- Economics

List subjects in alphabetical order

Sept 2015 - June 2020

St. Aidan's C of E High School, Oatlands Drive, Harrogate, HG2 8JR

GCSEs *(June 2020)*

- English Language 7
- English Literature 6
- Mathematics 6

List all subjects taken in order of actual grade

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Employment

Weekend Catering Assistant, (insert name and address of the Business)

(June 2019 – March 2020)

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

Work Experience

Accountants, (insert name and address of the Business), three days 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

Hobbies and Interests

- 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
- Member of the Knaresborough Silver Band and Tewit Youth Band and regularly perform solos in front of large audiences. I also have experience of conducting an adult band in concerts.
- Dance to keep fit enjoying jazz, street and ballet

References

Available on request.

Careers Department
St. Aidan's and St John Fishers Associated Sixth Form
April 2021