

Name

Address

07777 000000 • name@emailaddress

Personal Profile

A highly motivated and hardworking individual, who has recently completed their GCSE's and is now seeking *part-time/weekend/seasonal employment/.....?* A reliable team member with a positive communication style, sound organisational skills and a methodical approach to working. Eager to gain experience and further develop 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 essay writing, group tasks and presentations given at school
- Ability to take the initiative, work well under pressure, and meet deadlines, as successfully demonstrated during work experience placement project
- Development of workplace skills through volunteer roles, such as effective listening and relationship building

Education

Sept ... - June... (*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

(Date started – Present/Date finished) **Part-time Sales Assistant, Shop Name, Location**

Achievements and responsibilities included:

- Developed effective customer service skills
- Experience of working both independently and as part of a team
- Excellent timekeeping and reliability

(July 2023) **Estate Agency Name, Location** (unpaid work experience)

Achievements and responsibilities included:

- Shadowed a key member of staff in 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

- Proficient in Microsoft Office, including Excel, Word and PowerPoint
- Duke of Edinburgh Bronze Award (*Date awarded*)
- Volunteer at Save the Children charity shop (*Date started – Present/Date finished*)
- Volunteer backstage technician at local amateur dramatics society (*Date started – Present/Date finished*)

EXAMPLE