





YOUR NAME .....

CONTACT

-  Your address
-  Your telephone number
-  [youremail@gmail.com](mailto:youremail@gmail.com)
-  username

EDUCATION

Sept ... – June ... (Dates)  
St. Aidan’s and St John Fisher Associated  
Sixth Form, Oatlands Drive, Harrogate,  
HG2 8JR  
**A Levels** – Results Pending  
(List in alphabetical order)

- Applied Business
- Fine Art
- Mathematics

Sept .... – June .... (Dates)  
St. Aidan’s C of E High School, Oatlands  
Drive, Harrogate, HG2 8JR  
**GCSEs grades 9-4**  
(List in alphabetical order)

- Art Graphics
- Biology
- Business
- Chemistry
- French
- ....
- ....
- ....

IT LITERACY

Include computer applications  
you are comfortable using.

- Microsoft Word
- Microsoft Excel
- Microsoft PowerPoint

LANGUAGE SKILLS

French: Conversational  
Spanish: Beginners

HOBBIES AND INTERESTS

Helps you stand out as an  
individual and compliments the  
employment/work experience  
section. Include positions of  
responsibility

- Hockey – 3<sup>rd</sup> team captain
- Photography and  
Painting

PERSONAL PROFILE

A CV personal statement is a bite-sized sentence or two summing up  
who you are as a professional, and what you want to offer employers in  
terms of your ambition and experience.

“A highly motivated and hardworking Sixth Form student with practical work  
experience of retail weekend work (including cash handling) and summer  
catering work in restaurants. Now seeking full time employment in the  
<engineering/financial/> sector. <Mechanically minded/business-  
orientated>, with a methodical approach to working and an eagerness to  
learn and develop personal skills in a practical setting.  
Eventual career goal is to become a fully qualified and experienced .....  
with the longer-term aspiration of moving into .....”

KEY SKILLS AND ACHIEVEMENTS

This section on your CV reflects your ability to make a positive  
contribution. It also shows that you are goal-orientated and motivated  
to deliver for your employer.

- Sound problem solving and numeracy skills
- Accomplished written and verbal communication skills, developed  
through essay writing, group tasks and presentations
- 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

EMPLOYMENT AND WORK EXPERIENCE

This section on your CV reflects your ability to make a positive  
contribution. It also shows that you are goal-orientated and motivated to  
deliver for your employer.

**Employed Weekend Catering Assistant, Restaurant Name, Location**  
(Date started – Present/Date finished)  
Achievements and responsibilities include:

- Strong customer service skills
- Working effectively under pressure, both independently and as part of  
a team
- Maintaining quality standards in food hygiene
- Resilience and ability to upsell products

**Solicitors Firm Name, Location (unpaid placement)**  
(Dates)

Work experience included:

- Shadowed staff members, observing their day-to-day work to gain  
further insight into the legal profession
- Worked within the client service centre, listening to client complaints,  
and understanding company protocols for responding
- Photocopying and maintaining the company filing system and  
running professional errands
- Answering incoming calls and greeting visitors on reception

ADDITIONAL INFORMATION

This section enables you to highlight information that that doesn't quite  
fit into the other sections, for example:

- Charity work or volunteering
- Certifications and licenses
- Additional formal training courses
- .....