

Building My Skills 2019/20

# CV Template

## Example of a CV

[Name]

[Address]

[Postcode]

[Email Address]

[Mobile Number]

## Personal Profile

An organised and hard-working person. A very conscientious worker who can work well in a busy environment and especially enjoys being part of a team. A capable person who is willing to learn new skills and methods of working. Looking for a permanent position which can offer training and career development in the retail industry.

## Key Skills

- › Customer service skills from working in the retail industry.
- › Flexible, adaptable and willing to learn new skills.
- › Excellent organisational skills.
- › Good communication skills used in school and part-time job.
- › Hard-working and ready for new challenges.
- › Experience of working as a member of a successful team.

## Qualifications and Training

2013-2018 [Enter Secondary School Name]

GCSE's to be completed in [Month / Year]

Subject	Expected Grade	Subject	Expected Grade
English		Geography	
Mathematics		Languages	
Science		Art	

## Employment/Work Experience

[Dates employed] - [employer, job title and responsibilities]

[Month / Year] - [work placement details]

## Interests

I enjoy swimming, running and enter short distance running competitions regularly. I attend the local youth club and take part in different activities. With other members of the club I was involved in a sponsored walk to raise funds for Marie Curie.

## References

[Name]

[Address]

[Postcode]

[Email address]

## Hints/Tips

### Personal Profile

Short, positive statement about yourself outlining your key attributes and career aim.

### Key Skills

Here you should list your skills and attributes which fit the employer's requirements.

### Qualifications & Training

State grades or expected grades. If there is a detail that you want to bring to an employer's attention, write a line summarising your course or work experience.

### Employment/Work Experience

Create a snapshot image of you at work. You need to give clear, concise information which builds a picture of your duties, responsibilities and achievements.

### Interests

These are meant to reveal aspects of your personality. Try to list a balance of interests and if possible, include one which relates to the job.

### References

Check with referees that they will be happy to supply a reference. Include 2 referees: someone from school or college and someone who knows you well (not a relative)