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)