

EXAMPLE CV

Write your name in 'Bold' font to make it stand out. Remember to start names, place names and road names with Capital letters (e.g. John Smith, 1 Richmond Road, Telford)

Make sure that you pay attention to detail e.g. grammar, punctuation. This is an important document and you are wanting to impress employers

Your Name

Address:
Tel:
Email address:
Mobile:

Profile

I am motivated and hard-working young person, looking for an apprenticeship in retail. I am friendly and enjoy talking to people. I am reliable and would pride myself on providing a good service to customers.

Education & Qualifications

Idsall School, Shifnal

(Sept 2010- June 2015)

Subject	Level	Predicted Grade	Date
English Literature	GCSE	C	2016
English Language	GCSE	C	2016
Maths	GCSE	B	2016
Science (Double Award	GCSE	CC	2016
Music	GCSE	A	2016
French	GCSE	C	2016
Graphics	GCSE	B	2016
History	GCSE	C	2016
Sport	BTEC Level 2	Merit	2016

This is where you need to state what you are looking for e.g full/part-time/apprenticeship. You also need to use positive words to describe yourself similar to those used here

Here you need name of school, dates you were there from and to and grades or predicted grades

Employment & Work Experience

Forge Recording Studio, Telford (May 2015)

I completed a 2 week work experience here whilst I was at school. During this work experience placement I was able to shadow technicians and have a go at using some of the equipment.

Taj Mahal Restaurant, Telford (June 2015– Present)

I am currently working part time as a waiter. My duties involve dealing with customers, taking orders, serving food and keeping the restaurant clean and tidy.

Interests

- Mountain biking
- Music – I play the guitar in a band
- Playing football for local team

List any hobbies or interests you have here to give employers an idea of what you like to do during your spare time

This is where you need to give details of any work experience/employment you have done or are still doing

References

Mr Smith (Head of Year)
Idsall School
Coppice Green Lane
Shifnal
Shropshire
TF11 8PD
01952 468400

Mrs Evans (Manager)
Taj Mahal Restaurant
Bridge Rd
Telford
TF1 1DZ