

# Name

Address

Phone Number

(Sensible) email address

(No need to add nationality or DOB)

## INTRODUCTION

*This section is to introduce yourself and provide an overview of your skills, aspirations, goals etc. Talk about your favourite subjects, what you might want to do in the future. You can add hobbies later. Here's an example – do not copy it.*

I am a year 11 student at The Marches School and really enjoy PE and Science. I am keen to become a sports physiotherapist in the future and volunteer for the local U11s football club. I have excellent communication skills gained through work experience completed in year 10, and my part-time job. I am also well organised with good time management skills.

## EDUCATION

*Include your predicted grades and other secondary schools you may have attended*

*Example:*

**The Marches School, Oswestry**

**2014 – 2019**

GCSEs (Predicted grades)

- Maths - 6
- English Language - 5
- English Literature - 6
- Science – 6/6
- Geography - 5
- Spanish - 5
- PE - 6
- Art - 5

## WORK EXPERIENCE

*Add the job title, name of the company, dates and details of your duties for any type of work experience e.g. a part time job, work experience in year 10 or a voluntary role.*

*Example:*

**ABC Restaurant, Oswestry**

**May 2016 – Present**

**Waiting Staff (Part-Time)**

- Deliver a high level of customer service in a 20 cover Italian restaurant.
- Accurately take orders and serve food and drinks whilst maintaining a professional attitude.
- Quickly and efficiently clear tables and consistently ensure a high standard of cleanliness.
- Requested to induct and train new staff due to a high level of competence within the role.

**Red Cross, Oswestry**  
**January 2019 – March 2019**  
**Volunteer**

- Helped staff sort through donations of clothes, toys and other items.
- Displayed the items effectively to attract customers.
- Talked to customers and helped them find items.

**Oswestry Leisure Centre (Work Experience)**  
**March 2018**

- I shadowed the lifeguards, duty managers and fitness instructors to gain an understanding of the different roles available in a leisure centre.
- Assisted staff in setting up fitness sessions and cleaning equipment.

**ACHIEVEMENTS**

*This is a very important section and will help you stand out when you are applying for jobs. Include sporting, musical, performing accomplishments, extra responsibilities at work, team events, fundraising you may have been involved in, projects you have worked on, art you've created, prizes you have won etc. If you have completed DofE, add details about your new skills learnt and the expedition you completed. Any volunteering can go in the Work Experience section.*

*Example:*

- Competed in numerous school football tournaments and won 8 out of 10 games in 2018.
- Completed Duke of Edinburgh Bronze Award in 2018 which involved navigating a 20-mile route across the Shropshire Hills, volunteering for Red Cross, achieving a brown belt in karate and learning how to cook.

**HOBBIES AND INTERESTS**

*Example:*

I am a member of the Oswestry Football Club and sometimes help coach the U11s on a Saturday. This involves organising all the equipment, teaching basic skills and helping them to become a better team. I also love mountain biking and often go to dedicated mountain biking centres. Since learning to cook through the DofE, I have prepared several family meals.

*There is no need to add references. These details can be provided at interview.*

*Double check spelling and grammar and ask at least two other people to proof read it before finalising the CV.*

*Use a sensible font such as Arial, Calibri or Tahoma, not Times New Roman and never Comic Sans.*

*Check spacing and margins, view as one page to make sure the CV looks neat, tidy and professional.*

**DO NOT COPY THIS CV, ADD YOUR OWN INFORMATION**  
**REMOVE ALL ITALIC WRITING FROM CV – AND THIS LINE!**