

## CV Template

### Name

First and surname. You can use brackets if you have a preferred/shortened version. (*Not* a nickname ie Smithy)

Address, Town, City, Postcode

Mobile number, Home number, Email address

### Personal statement

*This statement should be your introduction – what are your main strengths; what have you done to date and ultimately what are you now looking to do?*

A highly motivated and hardworking individual, who has recently completed their A-Levels, and received excellent grades in Business, Maths and English. I am now seeking an apprenticeship within the Business Administration field to build upon a keen interest and basic knowledge of Business gained at A Level.

### Key skills

*Use this opportunity for your personal qualities. Make sure you read the person spec to see what employers are looking for.*

I have expert communication skills, written and verbal, that has been developed through numerous essays and presentations given during my time at college.

Ability to take the initiative and work well under pressure, ensuring strict deadlines are met, as successfully demonstrated during work experience placement project.

Flexibility, whilst maintaining enthusiasm and commitment to each project

Proficiency in all areas of Microsoft Office, including Excel, Word and PowerPoint

### Education

*Start with the most recent first.*

**College/School name** 2014-2016

A Levels:

- Business - A
- Maths - B
- English – C

**School name** 2008-2014

GCSEs:

10 GCSEs, grade A-C, including English (B) and Maths (A)

### Work experience

*Start with the most recent first.*

**Customer Service (part time)** 2013-2016

Shop name, location

Duties include:

## CV Template

- Face to face customer service
- Handling cash and card payments
- Stock rotation
- Customer complaint resolution

### Hobbies & Interests

*What additional hobbies or interest do you have that could support your interest in a specific apprenticeship?*

*These are the things which may demonstrate strengths and desirable characteristics (i.e. team player). Don't just list "hanging out with friends" – think about your phrasing!*

I have been a member of my local sports club for several years, during my time here I have learnt excellent team skills, listening to others and taking/giving instruction.