

Name

House number and street,
Colchester,
Essex, Postcode

T: 01206 | M: 07 (If you have a personal voicemail, ensure its professional)|

E: p.khan@gmail.com (sensible email only i.e. NOT sillysuzy@gmail.com)

Personal profile

I am a highly self-motivated, well organised and hardworking individual and am keen to develop my skills in the workplace. I am a strong communicator and am able to work independently and as part of a team. –**this is just an example**; your personal profile should highlight your own abilities and best characteristics, summarising why someone should consider your application. Where possible, look at the job description you are applying for and include any skills/ abilities/ characteristics they are looking which you already have

Professional Experience (any paid or voluntary work experience)

Month 20XX- to Month 20XX Company Name

Job Role

Key responsibilities

- Organised the daily stock check, making sure that any problems were directly communicated to my manager.
- Serving customers in a timely friendly and cheerful manner, receiving positive feedback on the quality of my communication skills
- Applying IT and numerical abilities to successfully operate the tills
- **The above are just examples**: It's important to highlight how your responsibilities turned into achievements (as shown above). Rather than simply listing your responsibilities/ duties, highlight how you did them in an effective manner and the skills you applied to achieve this

Month 20XX- to Month 20XX Company Name

Job Role

Key responsibilities

- Ensure you use bullet points which are easy to read. Keep each point to less than 2 and a half lines
- Ensure these are presented clearly and without errors or spelling mistakes

Education and training

Month 20XX- to Month 20XX St Helena School

I am currently in year 10 and studying:

- GCSE: English, Maths, Science, ICT, (fill in rest of your subjects and predicted grades if you want to)

Achievements and Interests:

- **ACHIEVEMENTS:**
- Anything that you have won an award for that would be of interest
- Anything you get involved in that has got some recognition
- Something of which you are really proud to have done
- Think about times when you have done more than you were expected to
- Any positions of responsibility

- **INTERESTS:**
- What do you do in your free time? E.g. Drama, Basketball, Sport
- What clubs are you/have you been part of?
- Can you draw any skills from these interests?
- Please don't include shopping, watching the television or video gaming – these are taken as given.

References

Choose 2 from a previous employer, current employer, Form Tutor, Head of House and set it out as below

Name

Title

Address

Telephone Number

(Please delete all sections highlighted in blue as these are guidelines only)