



School Leaver example CV produced by:



Tom Example

St Helier

Residential status: Entitled

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www.myportfolio.je

Commented [SG1]: No need to add your full address. The parish you live in is enough.

Commented [KC2]: Always make sure that your email is professional

Commented [SG3]: If you have a portfolio of work it is a good idea to add the link on your CV. Important for more creative roles.

PERSONAL PROFILE

Recently completed a Diploma in Business Studies and now looking to apply my skills and knowledge in sales and marketing. A well organised, highly motivated and approachable individual who is a supportive team member. Creative and enjoy coming up with ideas for projects. Keen to pursue a career in the area of marketing.

Commented [SG4]: This is a short, high impact statement in which to sell yourself. Explain what you have learnt from your studies and outline your career objective.

KEY SKILLS

- **Communication** - demonstrated by participating in group projects and delivering presentations.
- **Teamwork** – developed through completing the Duke of Edinburgh Award.
- **Customer Service** – gained through work experience and completing feedback surveys.
- **Languages:** – fluent in verbal and written French and Portuguese.
- **IT skills** – competent user of Word, Excel and PowerPoint.

Commented [SG5]: Use the job description to identify the main key skills for the job and evidence how you have these skills. Ideally have 4 to 5 key skills.

EDUCATION

20XX – 20XX Jersey Sixth Form College
Level 3 BTEC Diploma in Business Studies

Units included:

- | | |
|------------------------------------|-------------|
| • Exploring Business Activity | Distinction |
| • Investigating Business Resources | Distinction |
| • Tourism Marketing | Merit |
| • Sport Science A-level | C |

Commented [SG6]: Start with your most recent education and go back to your GCSEs. Do not include your primary education as you do not receive any formal qualifications.

20XX – 20XX St Helier Secondary School

GCSEs

French	5
Media	5
Maths	4
English	4
Double Science	4
Geography	4

ADDITIONAL QUALIFICATIONS

20XX St John's Ambulance Basic First Aid course

Commented [KC7]: Remember to add any courses that you have taken and the dates you completed them.

PERSONAL ACHIEVEMENTS

- Duke of Edinburgh - Bronze Award
- Represented school at Inter Island Football Games
- Co-ordinator of School Media Projects

Commented [SG8]: Add any personal achievements as this gives an insight into you as a person.

WORK EXPERIENCE

April 20XX – May 20XX St Helier Stores

Two weeks for Trident

- Dealing with general customer queries
- Used the till, processed cash and card payments
- Replenishment of stock to the shop floor
- Rotating stock so it was in date order

Commented [KC9]: Include both paid and unpaid work. Work experience, voluntary work and holiday/weekend work are all good to include.

PERSONAL INTERESTS

- Member of a local football team – Rozel Rovers
- Running and cycling
- Play guitar

Commented [SG10]: Adding your interests is optional but it can show more about your character.

REFERENCES

Available upon request.

Commented [SG11]: No need to provide full referee details at this stage. This allows you to keep control of when your referees are contacted and by whom.