

'Tom Example'

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Residential Status: Entitled

Commented [A1]: Always start your CV with your name, address and contact details.

Commented [A2]: Always ensure you include a professional email, that is clear and memorable.

Commented [A3]: State your residential status category. For more information please see the gov.je website - 'registration cards'

Personal Profile

I am a well organised, hardworking and highly motivated individual who enjoys a challenge and variety in their work. My Business Studies course has enabled me to develop my knowledge and understanding of different marketing and sales techniques. I consider myself to be a good humoured, approachable person who enjoys working with others. I am now looking to pursue a career in retail and build on my current marketing and customer service skills.

Commented [A4]: This is a short, high impact statement in which to sell yourself. It should explain what you have gained from your studies, your career objectives and the experience and knowledge you to offer. Ensure that what you write is relevant and tailored to the roles you are applying for.

Key Skills

Communication skills – strong communication skills both written and verbal. Able to communicate effectively with people, as demonstrated by participating in group projects whilst in college and delivering presentations.

Commented [A5]: Try to list 4-5 skills that match the job you are applying for with brief examples illustrating how you have developed these skills.

Teamwork – developed through group projects in college, with my football team and Duke of Edinburgh Award.

Customer Service – gained through dealing with customers at Trails Travel Centre and completing surveys for the Effective Communication module of my course.

Languages – fluent in French and intermediate level Spanish.

Commented [A6]: If you speak a language do not overlook this as a key skill. It can be very important to some employers.

IT skills – competent in the use of Microsoft Office packages including Word, Excel and PowerPoint.

Education

2017 – 2019 Jersey Sixth Form College Level 3 BTEC Diploma in Business Studies

Units included:

Exploring Business Activity	Distinction
Investigating Business Resources	Distinction
Tourism Marketing	Distinction
Effective People, Communication & Information	Merit

A Level Sport Science

B

2012 – 2017 St Helier Secondary School

GCSEs

English	A
French	A
Maths	B
Media	B
Double Science	C
Geography	C

Commented [A7]: When including your education, order your grades to list the highest grade first. You do not need to include your primary education.

Additional Qualifications

2012 St John's Ambulance Basic First Aid course

Achievements

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

Commented [A8]: Give any special duties or responsibilities you have undertaken at school or college

Work Experience

April 2016 – May 2016 Trails Travel Centre Travel Assistant

Two weeks work experience

- Updating the Travel Centre newsletter
- Sending out the newsletter to clients
- Updating the customer database
- Helping customers who came into the agency

Commented [A9]: This should feature both paid and unpaid work, including Trident, work experience, voluntary work and holiday/weekend work. Always start with your most recent job first and include company, dates, job title and work responsibilities.

Interests

I am a member of a local Football Team and very much enjoy being part of the team and also being able to work with my team mates to rise to challenges within the games. In order to keep my fitness level to a high standard, I am a member of the Fort Regent gym. I also enjoy the challenge of learning new languages.

Commented [A10]: Include only current hobbies and explain skills developed if relevant to role

References

Available upon request.

Commented [A11]: When submitting a CV to an employer, simply state 'References Available Upon Request' do not provide reference details until you have been offered the position, this is to protect the data of your referees. Always ensure that you have the referees consent, prior to submitting their contact information.