

## Professional profile

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This should consist of one paragraph where you summarise the skills, experience and achievements you have relevant to the role you're applying for to grab the reader's attention and encourage them to keep reading.

## Skills and achievements

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List here some of the skills and achievements you feel you possess but may also be relevant to the role/s you're applying for – don't be tempted to exaggerate or lie as you'll soon get found out!

## Education

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**School name**

**Dates attended**

List here either your full results or just the ones you're most proud of or are most relevant to the role you're applying for. If you have been a member of or contributed to any school clubs or societies, don't forget to mention these – it can demonstrate a number of skills including teamwork, initiative, organisation, as well as potentially highlighting your interest in the industry.

## Work experience

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**Role and company**

**Dates worked**

List all roles here, paid and unpaid – part-time, voluntary, work experience/placements etc. Each will allow you to demonstrate additional skills you have developed, even if not directly relevant to the industry you're applying to. Try to list them as achievements rather than responsibilities, although this can be hard at this stage.

**Role and company**

**Dates worked**

As above if you've had more than one experience.

## Hobbies and interests

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Don't forget to include this section – it shows the employer that you have strengths in other areas and that you're a generally well-rounded person.

**A SAMPLE CV IS ON THE NEXT PAGE**

## Professional profile

Highly motivated recent school leaver with excellent GCSE grades including Digital Technology and Computer Science. Actively involved in school clubs, taking a lead role in the planning of a web generator activity as well as contributing articles to the school newsletter. Working part-time provided me with additional skills in customer service and communication as well as the opportunity to work within a team. Looking to start my career within the web development industry.

## Skills and achievements

- 8 A-C GCSEs
- JavaScript, TypeScript, Python
- Verbal communication
- Written communication
- Customer service
- Planning and organisation

## Education

**ASchool, Sheffield**

2015-2020

### GCSEs

- A's in Digital Technology, Computer Science, Maths, English, Science
- B's in Business Studies, History
- C's in Media, French

### Clubs and Societies

- Code Club member – led organisation of web generator activity
- Weekend Computer Club member
- School newsletter contributor

## Work experience

**Part-time Customer Assistant, ASupermarket**

2018-present

- Proactively provided high quality customer service experience, by offering friendly and approachable assistance
- Efficiently and professionally handled customer payments
- Ensured work environment consistently kept to a high standard
- Positively represented the company by helping to make customers feel valued throughout the shopping experience

**Technician, AnITCompany (2 week work experience)**

2019

- Shadowed technicians within busy web development company
- Gained additional experience of the practical uses of JavaScript and CSS
- Developed knowledge of building and maintaining e-commerce websites

## Hobbies and interests

- St John's Ambulance Cadet
- Created and manage own blog: madeupblogname.com
- Weekly football club team member