

John Smith

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About me:

Write a brief description of yourself, this will catch the eye of the employer so sell yourself!

I am a 16 year old (Year 12) student currently studying Law, Geography and English Language at Garforth Academy Sixth Form for A-level. I completed my GCSE's at Garforth Academy. I have high standards of work and try to complete everything to the best of my ability. I feel I would be an asset to your company as I have excellent communication skills and I am a quick learner. I work well as part of a team, or independently to get tasks completed promptly and to the highest standard.

Key skills:

Bullet point your key skills, what are you good at?

- Problem solving and numeracy skills
- Accomplished communication skills, both written and verbal
- Ability to take the initiative and work well under pressure, ensuring strict deadlines are met
- Reliable and hardworking with excellent timekeeping
- Punctuality shown through my attendance at college and my current job.

Education:

Garforth Academy Sixth Form – September (Year) – Present

Detail qualifications currently studying and predicted grades

Garforth Academy – GCSE's – Date from – Date to *Always put Maths and English at the top of the list*

Detail Subjects you've taken and grade's achieved:

Mathematics: Grade 6

English Language: Grade 7

English speaking and listening: Distinction

Etc.....

Previous employment/voluntary work: -

State your most recent employment first and work backwards e.g.

Position – Company Name – Date from and to

Detail in bullet points your main duties and responsibilities (the following are just a few examples)-

- Collect parcels promptly to ensure customers have a quick and efficient service.
- Process customer returns to strict deadlines
- Being proactive and communicating effectively with customers and providing help and advice if and when needed.
- Helping with new stock displays in store
- Answering the phone to customers and other stores in a polite, calm and understanding manner.
- Working well as part of a team.

Then list all other previous jobs you've had and your responsibilities –

Position – Company Name – Date from and end date

Detail in bullet points your main duties and responsibilities

Hobbies and interests:

References (Upon request)

The name of the person, title, position and contact details