

# CV TEMPLATE

## Name

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Address

01234 900621

name@email.com

Driving Licence • Own Car / Taking driving lessons, hoping to get full driving licence by summer 2025

## Personal Statement

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- **Include your key qualities, e.g., enthusiastic, quick learner, creative, good communication skills, and give evidence of when you've used one of these skills**
- **Explain what type of role you are looking for (tailor this to each job)**
- **Summarise what you are hoping to achieve from this job (beyond getting paid!)**

I am a highly motivated and hardworking individual and have recently completed my A-levels, receiving excellent grades in both Maths and Science. I am seeking an apprenticeship in the engineering industry to build upon a keen scientific interest and start my career as a maintenance engineer.

I am mechanically minded, with a methodical approach to working, and an eagerness to learn and develop my skills in a practical setting. My long-term career goal is to become a fully-qualified maintenance or electrical engineer, potentially moving into project management.

## Hobbies & Interests

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- **If you have something that links to the job this is helpful**
- **Otherwise, this is your opportunity to set yourself apart from other candidates**
- **Be truthful as they may ask you about these in the interview**
- Grade 3 piano
- Bronze Duke of Edinburgh Award
- Captain of the school basketball team for 3 years
- Keeping up to date with current affairs

## References

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References are available on request.

## Education (most recent first)

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**College/School Name**

(2023 - 2025)

A-levels:

- Physics - A
- Maths - B
- Business Studies - B

**School Name**

(2018 - 2023)

10 GCSEs, grade 8-5

Including Maths (7) and English Language (5)

## Work Experience (most recent first)

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- **Explain what you did and be sure to show any skills you learnt which you can apply in another work setting (transferable skills)**
- **This can be a day or week's work experience; any part time job or volunteering; gardening, babysitting, pet sitting etc.**

**Part-time Sales Assistant, Shop Name, Location**

(April 2025 - Present)

- Consistently achieved sales targets
- Worked closely with team members to achieve business goals and create a welcoming environment for customers
- Responsible for opening and closing the store

**Work experience, Company Name, Location**

(July-August 2024)

- Shadowed a member of staff, observing their day-to-day work
- Spent a morning working in customer service centre, listening to client complaints and following company best practice when responding
- Assisted in projects on risk management and contingency planning at distribution centre
- Learnt about company project management lifecycle methodology
- Gained knowledge of health and safety standards used within the industry

## Key Skills

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- **Think about what employers are looking for**
- **Have you got any additional qualifications through school?**
- Advanced problem-solving and numeracy skills
- Good written & verbal communication skills, developed through essays and presentations during college
- Ability to take initiative and work well under pressure
- Flexibility, whilst maintaining enthusiasm and commitment to each project
- Proficiency in Microsoft Office, including Access, Excel, Word and PowerPoint