**First Name Surname**

[Your Address]

[Your Phone Number]

[Your Email Address]

[LinkedIn Profile, Personal Website or Portfolio] (Optional)

[Write a brief statement (2-3 sentences) that highlights your enthusiasm, key skills, and what you aim to achieve in your first role. Tailor this to the job you are applying for.]

| **Education** |
| --- |
| *School Name, Town*[Dates Attended]* **GCSEs**: [List key subjects and grades, e.g., 8 GCSEs including English (A), Maths (B), Science (A)]
* **A-Levels** (if applicable): [List subjects and grades, e.g., English Literature (B), Maths (C), History (B)]
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| **Key Skills** |
| --- |
| * **Communication**: [Detail any experience that demonstrates strong communication skills, e.g., "Excellent verbal and written communication developed through school projects and presentations."]
* **Teamwork**: [Describe a situation where you worked effectively in a team, e.g., "Proven ability to work in a team during group assignments and sports activities."]
* **IT Skills**: [List any relevant IT skills, e.g., "Proficient in Microsoft Office Suite, basic knowledge of Adobe Photoshop."]
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| **Work Experience**  |
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| Job Title, Company Name, Town[Dates Worked]* [Describe your responsibilities and achievements, e.g., "Assisted customers with purchases and queries, improving customer service skills."]
* [Include any other relevant experiences, such as part-time jobs, internships, or volunteer work.]
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| **Extracurricular Activities** |
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| Role/Title, Organisation Name[Dates Involved]* [Highlight key responsibilities or achievements, e.g., "Captain of the School Football Team, developed leadership skills and teamwork."]
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| **Achievements**  |
| --- |
| * [List any awards, recognitions, or significant accomplishments, e.g., "Duke of Edinburgh’s Award (Silver), demonstrated commitment and resilience."]
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**References**

Available upon request.