**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)] | | | |

| **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."] | | | |

| **Work Experience** | | | |
| --- | --- | --- | --- |
| 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.] | | | |

| **Extracurricular Activities** | | | |
| --- | --- | --- | --- |
| Role/Title, Organisation Name [Dates Involved]   * [Highlight key responsibilities or achievements, e.g., "Captain of the School Football Team, developed leadership skills and teamwork."] | | | |

| **Achievements** | | | |
| --- | --- | --- | --- |
| * [List any awards, recognitions, or significant accomplishments, e.g., "Duke of Edinburgh’s Award (Silver), demonstrated commitment and resilience."] | | | |

**References**

Available upon request.