

Example CV

JO BLOGGS

My House
My Street
Plymouth
PL1 1PL

01752 123456
07700 000000
jobloggs@email.com

A hardworking and polite college student who is looking for employment; I have been studying a Personal Development course at City College Plymouth which has given me the confidence and capability to take the next step in my career. I am a very independent and self-motivated individual and I work well in a team and with a range of different people. I am looking for employment in a part-time role, to fit alongside my college hours, and am a hardworking, punctual and friendly individual.

Education

City College Plymouth, September 2017 – On-going

Extended Certificate in Employability and Personal Development – working towards
English Functional Skills Level 2 – working towards
Maths Functional Skills Entry Level 3 – Passed
Award in Employability and Personal Development – Passed

All Saints Academy Plymouth, September 2013 – July 2015

GCSEs:
ICT - C
Maths - D
English - D
Science - C
Art – Level 1 Pass

Work Experience

Volunteer, September 2017 (On-going)

As part of my course I volunteer weekly as part of a community project, where I help out with little jobs to make a difference, this has included gardening as well as spending time with the elderly at AGE UK. In college, I also take part in activities to help raise money for charity, including creating gifts and baking things to sell.

Admin Assistant, June 2015 (Two weeks work experience)

Admin Assistants Are Us, Commercial Street, Plymouth

Duties included: answering the phone, signing in visitors, managing stationary requests and supporting colleagues with basic administration.

Example CV

Skills & Qualities

- Hard worker
- Polite
- Independent
- Good team worker
- Confident with meeting new people
- Kind, caring and empathetic
- Good customer service skills

References

Name
Training Officer
City College Plymouth
Picquet Barracks
Plymouth
PL1 4HX
Email address
01752 856827

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Training Officer
City College Plymouth
Picquet Barracks
Plymouth
PL1 4HX
Email address
01752 856827