## Add your name here

E-mail address

Phone Number

Town/City, County

### Personal statement

Briefly explain who you are and introduce some of your skills with short examples. You can refer to the Bitesize CV toolkit for advice on how to write this.

### Key skills

* List your skills here
* Soft skills like…
* Problem solving
* And hard skills like…
* Photo editing skills.

### Work experience

#### Most recent work experience (Company name) – When you worked there (e.g. January 2023 – present)

Job title (e.g. Cashier/Barista/Lifeguard/etc.)

* List your relevant key responsibilities here
* Start with any tasks mentioned in the job advert that you have experience in
* e.g. Assisted customers and handled any complaints
* e.g. Handled transactions using a POS (point of sale) system.

#### Any previous work experience (Company name) – When you worked there (e.g. March 2022 – January 2023)

Job title (Cashier/Barista/Lifeguard/etc.)

* List your relevant key responsibilities here
* Start with any tasks mentioned in the job advert that you have experience in
* e.g. Prepared and served high quality beverages to order
* e.g. Followed food safety procedures (using the ‘Safer food, better business’ manual).

### Education

#### Name of educational institution – When you attended, e.g. 2019 – 2024 or 2022 – present

List the qualifications you received.

e.g. 10 GCSEs 9-4, English (8), Maths (6), etc or (if you don’t have your grades yet)

English (expected grade 8), Maths (expected grade 6), etc.

#### Name of any previous education (up to secondary school) – When you attended, e.g. 2018 – 2023

List the qualifications you received.

e.g. 10 GCSEs 9-4, English (8), Maths (6), etc or (if you don’t have your grades yet)

English (expected grade 8), Maths (expected grade 6), etc.

### Interests

* Use this section to mention hobbies and interests that show some other skills (sports, musical instruments, clubs etc).
* Or mention any achievements you’re particularly proud of (sponsored events, prizes, community projects).
* Anything you include should point towards the skills you want to highlight.