

PERSONAL DETAILS

Full Name

Phone Number

Professional Email Address

Town/City

Example:

Alex Johnson

07123 456789

alexjohnson@email.com

Salford, Greater Manchester

PERSONAL PROFILE

Write 3-4 sentences about yourself, your strengths and what you are looking for. Use the STAR method to link skills to real life examples.

Example:

Motivated and reliable Year 11 student with strong communication and teamwork skills. Currently studying for GCSEs and looking for a part-time job, apprenticeship, or work experience opportunity. Eager to learn new skills, work with others, and contribute positively to a team.

KEY SKILLS

Example:

- Good communication skills
- Teamwork
- Time management
- Organisation
- Customer service awareness
- Problem solving
- Microsoft Word and PowerPoint
- Reliable and punctual

WORK EXPERIENCE

Include paid work, schoolwork experience placements, volunteering, babysitting, helping family businesses, etc.

Example:

Year 10 Work Experience – Local Primary School

July 2025

- Assisted teachers with classroom activities.
- Helped organise learning materials.
- Worked professionally with staff and pupils.

EDUCATION

School Name

Expected GCSE Completion Date

Example:

Example High School, Salford

GCSEs expected Summer 2027

Predicted Grades:

- English Language – Grade 6
- Mathematics – Grade 7
- Science – Grade 6
- Geography – Grade 6
- ICT – Grade 7

ACHIEVEMENTS

Example:

- School attendance award.
- Member of school football team.
- Completed Duke of Edinburgh Bronze Award.
- Achieved distinction in music exams.

EXTRACURRICULAR ACTIVITIES

Example:

- Football team captain.
- School council representative.
- Coding club member.
- Drama club participant.

VOLUNTEERING

Example:

Charity Fundraising Event Volunteer

- Helped raise money for local community projects.
- Assisted visitors and event organisers.

INTERESTS

Example:

- Sports and fitness
- Technology and gaming
- Reading
- Music
- Learning new skills

REFERENCES

Example:

Mr/Mrs Teacher Name

Head of Year or Teacher

School Name

Contact details available upon request