

Example 1 - Traditional CV - School leaver

CURRICULUM VITAE

NAME: Samantha Jones
ADDRESS: 11 Beech Road, Sale, Manchester M21 4bs
TELEPHONE: 0771 2345689
DATE OF BIRTH: 10 May 1985

EDUCATION: Sale High School 2002 - 2007

QUALIFICATIONS: June 2000 GNVQ Intermediate Part One Merit
(Hospitality and Catering)

June 2000 GCSE Mathematics Grade D
GCSE English Grade C
GCSE Welsh Grade E
GCSE Science (single award) Grade D
GCSE Religious Studies Grade E

WORK EXPERIENCE: July 1999 Hair and Beauty, High Street, Piccadilly: Two weeks work experience. Meeting and greeting customers served customers and cleaned.

1997 – 1999 Member of school functions catering team: helped Home Economics teacher prepare and serve food and drink for parents' evenings and governors' meetings for two years.

SKILLS AND PERSONAL QUALITIES:

- Hard working and reliable
- Always on time for school
- Good attendance record
- Cheerful and work well with others
- Keen and enthusiastic
- Genuine interest in catering
- Some basic food preparation skills from GNVQ course
- Willing to train and gain further qualifications

INTERESTS:

- Netball
- Music

OTHER INFORMATION: St John Ambulance First Aid Certificate

REFEREES: Miss R Williams
Head of Home Economics
Sale High School
Park Road
Sale
M21 2PR

Mrs S Morgan
Hair and Beauty
High Street
Piccadilly
M13 3OP

Example 2 - Personal Profile CV - Young Job Seeker

CURRICULUM VITAE

Name: Ben Powell
Address: 16 George Street, Longsight, Manchester LL4 8HL
Telephone: 0777 1234567
E-mail: Bpowell@surfnet.com
Date of birth: 12 February 1985

Personal Profile

- I am a young and energetic sales assistant with two years experience in a large, computer retail store.
- I am an effective communicator with strong customer care skills and a successful sales record. During the past two years I have twice won the regional 'sales assistant of the month' award for exceeding sales targets and for receiving positive customer feedback.
- I have an excellent knowledge of current entertainment software particularly computer games.
- For the last six months I have been acting team leader in the computer games software section, responsible for organising and supervising the work of two part-time members of staff and one trainee. During this period the section has increased sales by thirty per cent.

Qualifications

- NVQ 3 in Retailing
- GNVQ Advanced Information Technology (Pass)
- GCSEs in English (C), maths (C), science (C), computer studies (B), French (D) and history (D)

Education

- Longsight College of Further Education 2002 - 2004
- Longsight Comprehensive School 1997 – 2002

Employment and Work Experience

September 2004 to present: Modem World, Longsight Shopping Mall

- first year as trainee with two months each in hardware sales, software sales, technical support, customer service and customer accounts departments
- second year as sales assistant in software sales
- last six months as acting team leader for computer games section

November 2003 to August 2004: FW Woolworth's, High Street, Longsight
Part-time sales assistant on music counter. **January 2002: PC Electronics, Longsight Industrial Estate.**

Two weeks work experience in quality control department.

Other Interests

- Play drums in a band

References

Names and addresses of two referees are available on request.