Name

Address: Number, Street Name, Town, County, Postcode

01234 567891 email@email.com

Personal statement

As a school leaver you won’t have much experience to date. Use this section as an opportunity to talk about your skills and strengths. For example:

‘I’m an extremely hardworking individual and I’m looking to excel in a customer service position within a great company.’

Work Experience/Employment

List your employment history with your most recent first. Include the position you held, the name of the company, location and the dates you worked there. For example:

Sales Assistant, Company, Location

Dates: 12/15 - present

Achievements and responsibilities:

* Visual merchandising
* Cash handling
* Customer service

Also, include any relevant work experience which could include volunteering or personal projects.

Education

List the institution you attended and your educational achievements; include the years you were there and the grades you achieved. Add any additional achievements such as online qualifications.

College/School Name

(September 2000 – July 2007)

A-levels**:**

* Business Studies – B
* English Literature – C
* Physics – B

GCSE’S:

* English – C
* Maths – C
* Science – C

Key Skills

List your main areas of expertise to highlight why you would be a perfect fit for the role. For example:

* Good timekeeping
* Organisational skills
* Excellent IT proficiency

References

You can either provide the contact details of two of your referees or write ‘References are available on request’. These are so your potential employer can follow up after the interview process.