**Example of a CV**

**John Smith**

117, Wakefield Road

Wakefield

WF2 273

07777 111111

jsmith@gmail.co.uk

**Personal Profile**

I am highly motivated with excellent communication skills, both written and verbal. I am reliable, punctual and willing to learn, take direction well and able to work from my own initiative. I am hard-working and able to work well alone or in a team. My experience of studying GCSE design technology has inspired me to look for an apprenticeship in motor vehicles.

**Key skills**

* Enjoy working as part of a team but can work alone using my initiative
* Good practical skills with the ability to use a range of hand tools under supervision
* Excellent organisational skills.
* Confident user of Microsoft Word, the internet and email

**Education**

Trinity Academy Cathedral 2018 – 2023

GCSE’s Predicted Grades

Maths 5

English Language 5

English Literature 4

Combined Science 4/4

Religious Studies 3

History 5

Engineering (BTEC) L 2 Merit

Sport (BTEC) L2 Distinction

Photography (BTEC) L2 Pass

**Work Experience**

Voluntary work at a local charity shop where I communicated to customers and helped rotate stock.

**Interests**

In my spare time I enjoy playing different sports such as football and badminton. I have completed my Duke of Edinburgh Bronze Award.

**References**

Mr Name – Head of Year 11

Email: teacher@cathedral.trinitymat.org

Phone: 01924 330640

Address: Trinity Academy Cathedral, Thornes Road, Wakefield WF2 8QF

Miss Name – Science Teacher

Email: teacher@cathedral.trinitymat.org

Phone: 01924 330640

Address: Trinity Academy Cathedral, Thornes Road, Wakefield WF2 8QF