

Model CV

Student Sheet CS1.2



Here is a 'model' CV that shows Alex's skills to the full.

Alex Brown
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Personal profile

I am a very ambitious and enthusiastic person who works well both on my own and as part of a team. I am confident and motivated to do my best and I have a strong desire to develop a career in customer service.

Education and qualifications

2009–2012	Tower Hamlets College	Business Management BTEC National Certificate	Merit
2004–2009	Northvale Park Secondary	GCEs:	
		Maths	C
		English	B
		Science	C
		Design & Technology	B
		IT	C
		Geography	D

Employment and work experience

2010–2012 Customer Assistant, Tesco Express

- Collected, replenished and managed stock, handled cash and credit transactions and dealt with a range of customers of different ages and backgrounds.
- Worked under pressure and learned to adapt in a diverse environment.
- Strengthened my communication, numeracy and customer service skills.

2008–2011 Mentor, Poplar Youth Club

- Worked with young people aged 9–13 to promote an interest in learning.
- Helped them improve their self-confidence and academic achievement.
- Assessed their work to help them set targets.
- Assisted with literacy, numeracy, key skills and ICT tasks.

Other skills and achievements

- Leadership: a successful captain for the school football team, with a proven track record.
- Employee of the month on three occasions during 2011.
- Class President during 2008/09.
- Level 3 certificate in 'Introduction to Mentoring Skills' (2010).
- Team working: reliable, honest and capable, helping teams complete learning tasks and projects properly and on time.
- IT: competent with Microsoft Office: Word and PowerPoint.
- Received certificate for work experience (Trident), in recognition of my high standard of work (2008).
- Short story published in 'Write Now! Expressions of Youth' (YOUNG WRITERS 2006).

Interests

- I enjoy team and individual sports including football, cricket and badminton.
- At present I play league football for Newark FC, which is currently competing in the Bangla Sunday League at Victoria Park. This involves me training once a week (Thursday).
- Keen on technology, in my spare time I like to research this industry to keep myself up to date.

Referees

Available on request.