

Making Choices 2

Curriculum Vitae

Here is an example of a Curriculum Vitae (C.V.) Use it to complete your own. A C.V. should always be typed or word processed. You can use your C.V. to support your application form or with a covering letter asking about vacancies.

Curriculum Vitae

Name: Simon John Franklin

Address: 16 New Road
Humbertown FD3 6NB

Telephone No: - 01273 485 698

Date of Birth: - 9.5.1988

School: Humbertown Comprehensive, King Street, Humbertown
(Head Mr R Edmunds).

Qualifications:

GCSEs taken	Grade
English	A
Mathematics	B
French	D
Art	C
History	C

Work Experience:

2004 - Holiday paper round.

2006 - Saturday job as cashier at T B Stationers, West Road, Humbertown.
Received till training and how to stock take.

2006 - Two weeks work experience through school with Council Personnel Section
undertaking clerical/computer duties.

Interests and Achievements:

Sport: Member of school Football team and Swimming club, swam in the 2005
Schools Swimming Gala.

Drama: enjoy taking part in school productions. Last year was Benjamin in Joseph
and the Amazing Technicolour Dreamcoat.

Referees:

Mr Brian Bartlett, year 11 tutor at Humbertown
Comprehensive (address as above)

Ms Susan O'Reilly, Manager T B Stationers
(address as above)

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Curriculum Vitae (CV), Sample - Young Person

SABINA PATEL

20 Smith Street
Peterstown,
Middeshire
MD20 1ZY

Telephone: 020 5 115 789

Email: patel@freestay.net

Date of Birth: 17.2.1988

Personal Profile

Aptitude for working with computers and logical thinking. Experienced and good team worker. Reliable, punctual and conscientious. Enjoy meeting people and socialising. Keen to work with computers.

Education and Qualifications

2004-2005 Hightrees College of Further Education
City & Guilds NVQ Level 3 Computer Systems
Key Skills Level 2

1999-2004 Greenhead High School
6 GCSEs: Maths (B), English (B), Chemistry (C)
French (D), Geography (C), Computing (A)

Work Experience

2004 Worked on Saturdays for New Girl fashion shop

2003 Set up database for hair salon during work experience

Hobbies and Interests

Enjoy participating in team games such as netball and badminton. Enjoy surfing the internet.

Skills

Computing

Self-taught in various computer programming languages. Designed own web site and total of 20 web sites for others

Team Work

Worked successfully with project group at College to produce student web pages

Worked effectively with staff of ten in fashion shop

Updated September 2006