

Sample CV: Functional/skills-based

Student Sheet 1.2



Alex Brown

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Mobile: 077-283522

Email: alex.brown@address.co.uk

Personal profile

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

Skills and personal qualities

Customer care	Served and helped customers of diverse ages and backgrounds. Level 3 certificate in 'Introduction to Mentoring Skills' (2017).
Communication	Worked with young people aged 9–13 to promote an interest in learning and helped them improve their self-confidence and academic achievement. Short story published in 'Write Now! Expressions of Youth' (YOUNG WRITERS 2015).
Numeracy	Handled cash and credit transactions. Helped young people with numeracy tasks.
Proactivity	Employee of the month on three occasions in 2018. Received certificate for work experience (Trident), in recognition of my high standard of work (2016).
Organisation	Collected, replenished, organised and managed stock. Stayed positive while working under pressure in a busy retail environment. Helped teams complete learning tasks and projects properly and on time at school and college.
Leadership	Successful captain for the school football team. Class President at school (2017–2018).

Education and qualifications

2014–2019	Langdon Park Secondary GCSEs:	Maths	4
		English	5
		Science	4
		Design & Technology	5
		Geography	3

Employment and work experience

2019–2020	Customer Assistant, Tesco Express
2017–2019	Mentor, Poplar Youth Club

Interests

- I enjoy team and individual sports including football, cricket and badminton
- At present I play league football for Newark FC. This involves me training once a week (Thursday)
- Keen on technology, in my spare time I proactively research this industry to keep myself up to date

Referees

Available on request.

Sample CV: Chronological

Student Sheet 1.1



Mary Smith
 24 Maple Road, Cardiff, Wales CF10 XXX
 Telephone: 0207 536 253
 Mobile: 077-283522
 Email: mary.smith@address.co.uk

Personal profile

I am a very positive, proactive and enthusiastic person who works well both on my own and as part of a team. I am confident and motivated to aim high, I have a strong desire to develop a career in customer service.

Education and qualifications

2014–2019	Northvale Park Secondary	GCSEs: Maths	C
		English	B
		Science	C
		Design & Technology	D
		Geography	C

Employment and work experience

2019–2020	Customer Assistant, Tesco Express	<ul style="list-style-type: none"> Collected, replenished, organised and managed stock, and dealt with a range of customers Worked under pressure and learned to stay positive and adapt in a diverse environment Strengthened my communication, numeracy, listening and customer service skills 	
	2017–2019	Mentor, Poplar Youth Club	<ul style="list-style-type: none"> Led a group of young people aged 9–13, working to promote an interest in learning Helped them improve their self-confidence and academic achievement, and assessed their work to help them set targets

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 2018
- Class President during 2018–19
- Level 3 certificate in 'Introduction to Mentoring Skills' (2017)
- Team working: reliable, honest and capable, helping teams complete learning tasks and projects properly and on time
- Short story published in 'Write Now! Expressions of Youth' (YOUNG WRITERS 2016)

Interests

- I enjoy team and individual sports including football, cricket and badminton
- At present I play league football for Newark FC. 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.