**Example CV for reference (all personal information is made up)**

**NATHAN ROBERTS**

**6 Cavendish Garden, Clapton, Hackney • London E1 2FX • 07899 778 778 • nathan.roberts@gmail.com**

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| **Education** |

**2015 – present – London Metropolitan University**

* Business studies – 2.1 in first year (predicted 2.1 on graduation)

**2007 – 2014 – Seven Hills School, Hackney**

* A Levels: ABB in English (A) Maths (B) History (B)
* GCSEs: 1A\* 3A’s 3B’s 2C’s (English A, Double Science AA, Maths B)

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| **Work Experience** |

**2014 – ongoing – McDonalds, Clapton – Team Member (part time)**

* **Leadership** – selected for supervisor training after just 6 months which built my confidence and skills; responsible for training new members of staff; enjoy learning how to coach for good performance and motivating the team to achieve
* **Team work** – love being part of a team that serves over 30 million customers across the UK each day – this experience has show me how high performing teams work under pressure and the importance of customer satisfaction
* **Time management** – successfully manage my part-time job around my university commitments, currently on track for 2.1 on graduation

**Other positions of responsibility**

**2015 – ongoing – elected to University Charity Committee as Events Organiser**

* Strong interest in fundraising for cancer research having seen family members successfully fight cancer
* Nominated by peers to stand for election; prepared campaign and canvassed votes; won majority of votes and elected member in November 2012
* Reinvigorated fundraising campaign – set up innovative programme of electro music gigs with profits going to Charity Committee – successfully launched in 2012 and already beaten 2013 fund raising targets for 2013, having raised more than £2,000 to date

**2016 – ongoing – Captain of University five-a-side football team**

* This experience has taught me the importance of discipline as a leader – turning up to practice no matter what, and also how to motivate a team through challenging times, when I joined we were on a losing streak that we are starting to turn around now

**Additional Experience**

**2015 – ongoing – London Metropolitan University – student ‘parent’ and mentor**

* Member of support network of ‘college parents’ offering support to first year students to help smooth their transition from school into a big, busy university in the centre of the city which can be daunting

**2014 – ongoing – Literacy Volunteer, Clapton Primary School**

* One afternoon a month I help primary students learn to read. This experience has taught me the importance of both patience and of good communication. Specifically, I’ve learnt how to explain the same thing in different ways to meet the different learning styles of the students so they can all understand. The experience of teaching has been one I have found very rewarding because it has tangible results – I’ve seen a real impact on the children’s ability in just two terms. Fully CRB checked

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| **Awards and Prizes** |

* 2014: A-Level prize for English – achieved one of the top results in our school

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| **Interests** |

* Computer programming – currently teaching myself Ruby on Rails and designing an app for crossword puzzles
* Sports – hockey (goal-keeper in mixed university hockey team); football (captain of 5-a-side team)
* Electro music – member of electro band with monthly gigs

**TEMPLATE CV – for you to fill out**

[this is just a starting point, there are lots of different options for CVs]

**NAME**

**ADDRESS • MOBILE NUMBER • EMAIL ADDRESS**

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| **Education** |

**[Date] – present – [School Name]**

* A-Levels – subjects and grades
* GCSEs – subjects and grades

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| **Work Experience** |

**[from date] – ongoing – [Company Name] – [Position] (part time)**

Details of any jobs you might have or have held in the past or work experience that you’ve done and the skills you have learnt

*“Vacuum pack” these bullets with information – make them concise and sharp – consider using the CAR framework to structure them – context, action, result / what you learned – qualify outcomes where possible*

* [employability skill e.g. Leadership, Teamwork etc] [evidence to back it up] [outcome]
* [employability skill e.g. Leadership, Teamwork etc] [evidence to back it up] [outcome]
* [employability skill e.g. Leadership, Teamwork etc] [evidence to back it up] [outcome]

**Other positions of responsibility**

*[include things that you have done at school or volunteering work or things you do outside of school with a few bullets about each. For example, class captain, a prefect, sports team member, drama club member outside school, leader at Brownies or Scouts, starting your own business etc. – anything where you had responsibility]*

**Additional Experience**

*[Other things you’ve done e.g. voluntary activities etc.]*

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| **Awards and Prizes** |

Any awards or prizes – if this doesn’t apply delete the section – could be for academics, sport, drama etc.

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| **Interests** |

* 3 or 4 examples of things you’re interested in