



GOOD CV

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Professional Email Address.

Personal Profile

I have just completed my GCSEs and I am expecting to obtain five at C and above including Maths & English. I have developed good leadership skills and can work well as part of a team to achieve a common goal. My aim is to complete an apprenticeship within Engineering and to develop my employability skills to benefit me and the business. I would like to continue with my learning after the initial apprenticeship to increase my skills and the work I can complete for my employer.

Make sure to include intro about yourself and your career aspirations.

Education and Qualifications

East England School - Sep 2010-July 2016

Subjects Studied and Grades

Mathematics GCSE: B
 English Language GCSE: C
 Construction BTEC Level 2: Pass
 Science GCSE: C
 English Literature GCSE: A
 Business and Communication Systems GCSE: C

Keep a simple and consistent layout.

Other courses taken

Photography Level 1

Make sure to include any additional qualifications you have received and think are relevant

Work Experience

McDonalds

Crew Member from Aug 2015 - present

- Serve 500+ customers daily in a busy, central restaurant.
- Produce fresh food to consistently high standards whilst following strict guidelines.
- Maintain work areas and vigilance to ensure the restaurant exceeds Health and Safety and Food Hygiene regulations.
- Achieved Food Hygiene Certificate and COSHH
- Received recognition awards for Quality, Customer Service and Hygiene.

Employer – Title – Date from – Date to

List job activities, skills and knowledge gained and also any qualifications.

Interests and Hobbies

I am a very active member of my local football club. I enjoy fitness and keeping healthy. I have also taken part in the Duke of Edinburgh Award. I enjoy reading all types of books especially science-fiction, non-fiction.

Make sure to include your hobbies to showcase your interest so we can learn more about you.