

Jack Smith
1 The Place, Sunderland, SN9 8TH
Telephone Number: 0101 000 000
Mobile: 07897654321
Email: jack.smith@myemail.com

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.

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

Other courses taken

Photography Level 1

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.

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 intro about yourself and your career aspirations.

Keep a simple and consistent layout.

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

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

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

Professional Email Address.

Employer – Title – Date from – Date to