

CV Template: Example 1

Name

Address line 1

Address line 2

Address line 3

postcode

Tel:

Mobile:

Myemailaddress@gmail.com

Personal Profile:

A confident and hardworking individual who has work experience in construction and landscaping. Someone that is always looking to develop their skills and improve their understanding around landscaping, construction and gardening techniques. An individual who enjoys working as part of a team and able to work unsupervised using own initiative. Trustworthy and reliable with good communication skills.

Key Skills:

- Good ICT skills - Proficient and confident in using Microsoft programmes (Word, Excel, Power Point and Outlook). Familiar with Apple Mac and Photoshop.
- Self-motivated and organised - Rather than using the work experience database to find a placement, made an informed choice to contact a different employer and organise own placement.
- Good problem solver – Completed some landscape gardening with a contractor and used problem solving skills to deal with site issues as they arose.
- Ability to work on own and as part of a team – two evenings a week carry out voluntary work at the local Brownie Group, helping young people work on a range of projects and tasks.

Paid Employment and Work Experience:

- Barbara Lloyd, Bricklayer, Portsmouth – Paid employment for 2 days' work. General site labourer, mixing mortar and site maintenance.
- Self-employed work over summer holiday (August 2025); cut grass and odd jobs for local elderly people.
- Simon Smith Convenience Store, Portsmouth – Paid employment paper round. From Aug 2024 to 31st Dec 2024. Gave up to focus on GCSEs
- Work Experience (unpaid): All Saints Farm, Hamble. 1 week completed June 2024. Duties included feeding the animals, collecting eggs and rebuilding the chicken runs.
- Premier, Portsmouth – Paper round. From Jan 2023 to May 2024. Store closed down.

Education:

- Name of School, Address of school - September 2017 to June 2022.

Qualifications:

- GCSE Maths 6 predicted
- GCSE Double Award Science (Core and Additional) 6 6 predicted
- GCSE English Language 6 predicted
- GCSE English Literature 5 predicted
- GCSE Product Design 4 predicted
- Basic First Aid – passed September 2020

Interests:

- Landscape Gardening – enjoy bringing old gardens back to life.
- Doing odd jobs and gardening for older people in the local community – believe that it's important to help others who can't do tasks for themselves and give something back.
- Cycling – cycle everywhere as it is fun, better for the environment and helps fitness levels.

References:

Available upon request