

CV Template: Example 2

Name

Address line 1

Address line 2 including postcode

Mobile Number & Email Address

Profile:

A well-motivated and enthusiastic college student who is punctual, organised, focused and hard-working with experience of working part-time in customer service facing roles. Adaptable and quick to learn new tasks with strong organisational and communication skills. A good team player and able to work unsupervised using own initiative.

Skills and abilities:

- Communicates well with customers from all walks of life and of all ages
- Reliable, hardworking and trustworthy
- Numerate and able to handle cash transactions confidently and accurately
- Good awareness of health and safety issues
- Experience in reception work and general administration
- Proven IT skills using Microsoft Word, Outlook, Excel and PowerPoint

Employment History:

- Mar 2024 – Present **Lifeguard** – Taro Leisure Centre, Petersfield
As a pool lifeguard I am responsible for public safety and the general upkeep/maintenance of the pool.
- Oct 2023– Mar 2024 **Stores Assistant** - Waitrose Supermarket, Havant
Responsibilities included working in a team, customer care, cash handling, stocktaking, stock rotation, cashier and cleaning duties.

Education and Qualifications:

- Sept 2023 – June 2025 **Havant College - A Levels**
English Language – B
Biology – C
History - C
- Sept 2018 – June 2023 **Crookhorn College of Technology**, Waterlooville
8 GCSEs – including maths, English and double science

Additional Information

Currently working towards the completion of a Football Association (FA) Coaching Certificate, which is FIFA recognised. Qualified at Level 2 for Pool Lifeguard skills. Completed an Event Management Certificate, by co-organising and planning an under-16 girls' Basketball competition, including planning, marketing.

Hobbies and Interests

Enjoys participating in most sports especially competitive team games. Coaching and competing in football when possible. Other key interests are operating computers, creating websites, listening to a variety of music and reading sports personalities' biographies.

References: Available upon request