



Example of basic CV for a year 11 school leaver (also see covering letter)

Curriculum Vitae

NAME Chris Jones
 ADDRESS 42 Zebra Court, Westminster, London, SW1 1AB
 TELEPHONE 01184 330 033
 MOBILE 02795 370 013

SKILLS AND ABILITIES

- Computer skills (emails, Internet, basic Word)
- Good communication skills (written and spoken)
- Good time-keeping
- Bilingual (English and German)

EDUCATION

St. Waterfall School, September 2005 to June 2010

GCSE Art	grade B	GCSE German	grade A*
GCSE English Language	grade C	GCSE Maths	grade C
GCSE French	grade E	GCSE PE	grade C
GCSE Geography	grade D	GCSE Science (double)	grade E/E

WORK EXPERIENCE

Value Supermarket
 February 2010 to present

Part-time sales assistant
 Duties: till work, shelf filling and serving customers

Premium Insurance Ltd
 October 2008 (School work experience)

Office assistant
 Duties: opened post, filing and computer work

INTERESTS

I enjoy playing football with a local team every weekend.
 I love to cook for the family.
 I also enjoy playing computer games in my spare time.

REFEREES

Mr A Felden
 St. Waterfall School
 Snopake Road
 London SW3 7TS
 Tel: 01184 794 162

Ms P Munir
 Value Supermarket
 22 Muffin Avenue
 Wandsworth SW11 3MN
 Tel: 01221 444 555