



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

Curriculum Vitae

NAME Chris Jones
ADDRESS 42 Garden Court, Hatfield, Hertfordshire HA2 5DS
TELEPHONE 01184 330033
MOBILE 07711 222 333

SKILLS AND ABILITIES

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

EDUCATION

Beech Manor School, Hatfield, September 2004 to June 2009

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 2009 to present

Part-time sales assistant

Duties: till work, shelf filling and serving customers

Premium Insurance Ltd

October 2007 (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
Beech Manor School
Millheath Road
Hatfield HA2 4JK
Tel: 01184 794162

Ms P Munir
Value Supermarket
22 High Street
St Albans ALS 5FN
Tel: 01221 444 555