

Malbank School & Sixth Form College

Curriculum Vitae (CV) Template



MALBANK
SIXTH FORM COLLEGE



Name

Address

01234 900621 • 0113 000 0000 • name@mail.com
Driving Licence • Own Car

Personal statement

A highly motivated and hardworking individual, who has recently completed their A-Levels, and received excellent grades in both Maths and Science. Seeking an apprenticeship in the engineering industry to build upon a keen scientific interest and start a career as a maintenance engineer.

Mechanically minded, with a methodical approach to working and an eagerness to learn and develop personal skills in a practical setting. Eventual career goal is to become a fully-qualified and experienced maintenance or electrical engineer, with the longer-term aspiration of moving into project management.

Key Skills

- Advanced problem solving and numeracy skills
- Accomplished communication skills, both written and verbal, developed through numerous essays and presentations given during my time at college
- Ability to take the initiative and work well under pressure, ensuring strict deadlines are met, as successfully demonstrated during work experience placement project
- Flexibility, whilst maintaining enthusiasm and commitment to each project
- Proficiency in all areas of Microsoft Office, including Access, Excel, Word and PowerPoint

Education

College/School Name

(2010 – 2012)

A-levels:

- Physics – A
- Maths – B
- Business Studies – B

School Name

(2004 - 2010)

10 GCSEs, grade A-C, including Maths (A) and Double Science (AA)

Work Experience

Part-time Sales Assistant, Shop Name, Location

(April 2011 – Present)

Key results:

- Achieved four out of five revenue targets
- Personally billed over £10,000 since starting position.
- Demonstrated resilience and ability to upsell products, consistently meeting KPIs set for adding more value to sales.
- Significantly improved negotiation skills, regularly converting customers from point of enquiry to sale.

Pharmaceutical Company (*unpaid work experience*)

(Summer 2009)

Duties included:

- Shadowed a key member of laboratory staff, observing their day-to-day work
- Spent a morning working within customer service centre, listening to client complaints and understanding company best practice when responding
- Assisted in project on risk management and contingency planning in case of failure at distribution centre
- Learned about company project management lifecycle methodology
- Gained knowledge of key health and safety standards used within the industry

Hobbies & Interests

Over the last two summers I have helped a family friend restore a classic sports car. This has triggered a passionate interest in mechanics and automotive restoration and, now that the project is finished, I have continued to build my knowledge by attending various classic car events.

During this time, I also decided to set up a blog around the project. Initially starting as a way to ask other collectors for advice whilst tracking progress, I began to enjoy writing about the subject and have now started writing occasional freelance articles for an online automotive magazine.

References

References are available on request.