**Curriculum Vitae**

**Name**

**Address**

**Phone:**

**Email:**

**Personal Statement**

***One or two sentences that summarise your positive qualities, your best skills, your experience and your career aims eg***

I am a friendly, trustworthy and reliable individual who is keen to continue to gain experience in a busy customer focused environment. I am a good communicator and have a natural ability to get on with people. I am looking for part-time work in the holidays, evenings and weekends whilst I am in education.

**Key Skills & Qualities**

***The things that you have learnt, enjoy and do well - eg****;*

* Friendly, polite and enjoy meeting new people.
* An ability to listen, understand and deal with difficult situations whilst remaining calm.
* Able to communicate effectively at all levels.
* Caring, patient and considerate.
* Happy to work independently as well as within a team.
* Able to work under pressure and to deadlines.

**Education**

***Show all schools (starting from secondary school) and colleges you have attended with dates – putting the most recent first***

**Blaise High School, Bristol (September 2017 – Present)**

|  |  |  |  |
| --- | --- | --- | --- |
| **Subject** | **Grade Predicted – GCSE** | **Subject** | **Grade Predicted - BTEC** |
| Maths  | 5 | Health & Social Care | Level 1 - Merit |
| English  | 5 | Drama | Level 1 - Merit |
| Science | 4 |
| Art & Design | 6 |
| ICT | 3 |

**Employment & Work Experience**

***Full or part-time work, voluntary and work experience. All in date order and describe what you did***

**Bannerman Road Children Centre, Easton, Bristol**

**(Work Experience - 1 week in May 2019)**

I worked with childcare professionals to help support young children with ages ranging from 6 months to 3 years old. I was involved in playgroup activities to assist with their social development.

**Personal Details**

***Include things that are relevant to the work you have identified in your personal profile and that you enjoy doing***

I enjoy socialising with my friends and meeting new people. I also like to read in my spare time. I often babysit for family and friends, which I find rewarding and fun whilst being aware of my responsibilities.

**References available upon request**

***You only need to give names and addresses once you get to interview stage. Two references should be given – one from an educational setting and either your last employer or someone else you know in a professional capacity. Do not use a family member.***