

School leavers CV template

Full Name

Current Permanent Address

Mobile number, landline number

Email address

Tip: *Don't include date of birth, marital status, children, national insurance number, gender or any other personal data that is unrelated to your ability to do the job (unless you're required to on an application form).*

Personal statement

Tip: *Brief overview of who you are, your strengths and any work experience and/or temp jobs you've had. Include examples of responsibility eg. Team captain of the football team or organisational skills eg. Member of the school summer fair committee. Include skills you've gained such as time management, customer service, teamwork, computer skills etc. Also state what sort of jobs you're looking for and why you think you'd be good at it.*

Example:

Motivated, hard-working former School Netball captain with eight GCSEs (grades A-C) and good literacy and numerical skills. Practical work experience in a variety of part-time and voluntary retail roles. Looking to build on my skills and experience in a full-time retail role.

Education

Tip: *List your education first, starting with your most recent education. Once you have more work experience this section will move to after work experience.*

Example:

Hollyoaks College, Chester, Sept 2013 – June 2015

A levels: English (grade C), Maths (grade C) and Biology (grade D)

St Joseph's School, Chester, Sept 2006 – June 2013

9 GCSEs: Including grades A-C in English, Maths, French, Geography, Science and General Studies

Work experience

Tip: *Include any work you have undertaken, whether part-time or voluntary, highlighting your responsibilities and the skills and experience acquired. This helps demonstrate your willingness to work hard, and how the experience helped develop your skills: time management, team work, customer service. Start with your most recent first.*

Example:

Volunteer, Help the Needy Charity Shop, Jan 2012 – present

Duties and responsibilities:

- Served customers at the till
- Accepting and sorting customer donations
- Assisted with stock replenishment

Part-time shop assistant, BuyLow Supermarket, June 2011 – Jan 2012

Duties and responsibilities:

- Gained experience in cashiering
- Responsible for the provision of in-store customer service
- Assisted with stock replenishment

Weekend bartender at Premier Sleep Hotel, Dec 2010 – June 2011

Duties and responsibilities:

- Actively involved with order taking and cashiering
- Gained experience mixing and serving drinks at the bar

Additional skills

Tip: *Include achievements that are relevant to the job you are applying for and place you in a positive light.*

Example:

- IT skills: Fully proficient in Microsoft Office (Word, Excel & PowerPoint), basic HTML
- Customer service: Retail and hospitality
- Admin: Filing, diary management

Hobbies & interests

Tip: *Include hobbies that are relevant to the job or highlight a relevant skill.*

Example:

- Captain of local hockey team (demonstrates leadership)
- Currently doing the Duke of Edinburgh Award (demonstrates commitment)

References available upon request

Tip: *Don't include names and contact details on a CV (although application forms may ask for this.) Always seek permission from a reference before passing their details on to a recruiter or potential employer.*

Using a “fun” email address

You’d be surprised at how many people create beautiful, professional CVs only to undermine them by using a personal email address such as darkangel@mail.com or thechosenone@mail.com. If you haven’t got one, you’ll need to create a professional sounding email address, such as j.greaves@mail.com or juliagreaves@mail.com, to include on your CV.

Top 10 CV Don’ts

Spelling and/ or grammatical mistakes – 87%

Incorrect information (eg. wrong contact name) – 76%

Key information missing – 74%

Too long – 46%

Tone too informal/ casual – 44%

Poor design (eg. font and layout) – 39%

Too much personal information such as hobbies – 29%

Too short – 26%

Irrelevant experience or education – 24%

Image of the applicant – 13%

Padding out your CV

You might have a huge amount of work experience, or, frankly, not a whole lot to put on your CV, but try to avoid padding it out with extraneous information to make it look longer. In any case, it only needs to be one or two pages long. You should trim and tailor your CV to every job application.

Ask yourself: what do I have on my CV that is relevant to the role? What do I have that isn’t? What will add something to my application and what is redundant? Part of this process will involve deciding how much space you will allocate to different parts of your CV. For example, you might want to put

more space into showcasing your killer exam results, but then only have a line about your black belt in karate. You can use bold to highlight headings, or perhaps even [buzzwords](#) on your CV to direct the recruiter to the most relevant areas.

BE HONEST!

DON'T go over two A4 pages

- DON'T include a photo unless it is explicitly requested
- DON'T use colloquial language or slang
- ALWAYS check spelling and grammar

Adam Smith

Email: adamsmith@xmail.com.au

Mobile: XXXX XXX XXX

Recent school leaver seeking to start a career in warehousing

Confident and articulate individual with commended ability to work with others to achieve set outcomes. Young yet mature school leaver with developed employability skills and personal attributes that support the transition from education to full-time employment. Leadership and communication skills developed and demonstrated through engagement in sports clubs and associations. Motivated individual keen to obtain employment in warehouse and operations environment. Key strengths include strong attention to detail and willingness to learn and develop professionally.

Key skills include:

- Customer service
- Problem solving
- Team work
- Task allocation
- Supervision
- Records management
- Cash handling
- Transaction processing
- Stock control
- Coaching

Technical Skills: Microsoft Word ~ Microsoft Excel ~ Microsoft Outlook ~ General SAP use

EDUCATION

Elwood Secondary College

Year 11 – 2013

Predicted Grades -

Achievements:

- **2012:** Principal's award for dedication demonstrated by sporting contributions and achievements.
- **2011:** Community recognition award for working as a buddy for newly enrolled Year 7 students.

PERSONAL ATTRIBUTES

- **Verbal Communication:** Recognised ability to communicate with a range of individuals from different cultures and backgrounds. Demonstrated by 3-year captaincy of Captain of Elwood AFL team.
- **Commitment & Dedication:** Willing to provide long-term ongoing contribution and commitment to an organisation. Demonstrated by membership of local AFL team for over 5 years.
- **Collaborative Team Member:** Ability to collaborate with team members. Demonstrated by group work assignments, professional work experience placements and captaincy of Elwood AFL team since 2010.
- **Reliable:** Commended reliability as team member and supporter. Demonstrated by attending all Elwood AFL games since 2007.
- **Honest:** Strong personal morals and ethics ensure complete honesty and transparency. Demonstrated by managing cash count at fundraisers and events in school community.

STUDENT WORK EXPERIENCE PLACEMENTS

Acme Transport and Warehouse Centre (2013)

Warehouse Assistant (2-week Work Experience Placement)

Worked in fast-paced warehouse environment over a 2-week placement period. Worked full-time hours and assisted as a member of the receipt and despatch warehouse team.

Achievements and Contributions:

- **Stock Control:** Developed skills and understanding of processes to ensure ability to manage large variety of product lines while meeting production targets.
- **Logistics Planning:** Calculated cubic metre requirements for despatch and assisted in identifying transport requirements to meet customer deliveries and urgent order requests.
- **Records Processing:** Developed understanding of con note processing and pallet control procedures. Assisted with end-of-month reconciliation of pallet accounts.
- **WH&S:** Developed understanding and appreciation for health, safety and environmental management policies in an organisation.
- **Team Collaboration:** Attended daily toolbox meetings reviewing daily production targets. Contributed to discussions on efficiency and process improvements as well as problem resolution.

Testimonial

"Adam worked with us during his school placement period of 2 weeks. Over this time he was a very enthusiastic learner and wanted to help across all aspects of the warehouse. His interpersonal skills saw him adapt really well into the work environment and the guys were more than happy to help him when he needed to understand something or wanted to learn. I see a strong future for Adam and wish him luck."

- Warren Jackson, Warehouse Manager, ACME Transport and Warehouse Centre.

VOLUNTEER ENGAGEMENTS

- **2013:** Elwood College Year 7 Buddy
- **2011:** Salvation Army Red Shield Appeal Volunteer Collector
- **2010 - 2013:** Elwood AFL Captain - Under 18s

PROFESSIONAL REFEREES

Tom Noah
Coach

Elwood AFL Under 18s
Phone XXXX XXX XXX

Judy Little

Year 10 Coordinator
Elwood Secondary College
Phone: XX XXXX XXXX