PERSONAL SKILLS  
  
*Communicating   
  
Organising  
  
IT literate  
  
Prioritising   
  
High energy levels  
  
Decision making  
  
Problem solving  
  
Articulate*

KNOWLEDGE OF  
  
*MS Office  
  
Administrative procedures  
  
Processing information  
  
Creating spreadsheets  
  
Multitasking  
  
One or two words  
  
One or two words  
  
One or two words*

CONTACT   
  
*Your names  
Address 1  
Address 2  
Address 3  
Address 4  
T: 01234 000000000  
M: 01234 00000000  
E: your.name@mail.com*

Your name

Job title   
  
CAREER OBJECTIVE   
  
Write a summary that describes who you are and what you have to offer. To compensate for your lack of experience show off your personality, cultural fit, communication skills and future potential. i.e. “An ambitious and focused School leaver who is a fast learner, able to use her own initiative to get things done and comfortable working in a busy environment. (Your name) is career minded and willing to work hard to get promoted and be noticed by superiors.   
  
ACADEMIC QUALIFICATIONS

|  |  |
| --- | --- |
| ***College name*** | ***2017 - 2019*** |
| 3 A levels; Maths, English, Physics | Pass |

|  |  |
| --- | --- |
| ***School name*** | ***2012 - 2017*** |
| Maths | Pass |
| English | Pass |
| Geography | Pass |
| List more subjects here | Pass |

SKILLS AQUIRED WHILST STUDYING

* In short sentences explain those skills most relevant to the job you want.
* For instance, if it’s an office job; “Writing up reports & correspondence.”
* Accurately typing information into computer databases.
* Accomplishing a job with a minimum expenditure of time and effort.
* Strong written and oral communication skills.
* Prioritising important tasks and making sure they are done first.
* Having a strong sense of urgency about key issues.
* Using office equipment such as photocopiers, fax machines etc.

KEY COMPETENCIES

* Advanced level of experience with MS Office (Word, Excel, PowerPoint).
* Reliable and punctual, will always turn up to work on time.
* Able to work under pressure and meet deadlines.
* Can remain focused even in an environment of constant interruptions.

SELECTED ACHIVIEVEMENTS

Fluent speaker of French, Spanish and German.  
Successfully passed an online course in Business Document Production.  
At college designed streamlined Document Filing System for my course tutors.  
  
HOBBIES & INTERESTS

(Your name) is a self confessed techie, she is up to date with the latest technology releases and uses her spare time to run her own blog where she reviews the latest gadgets. She also likes to meet people and make new friends.  
  
  
REFERENCES - Available on request.