Name

Address

01234 900621 • 0113 000 0000 • name@mail.com

Personal statement

COPY AND PASTE YOUR PERSONAL STATEMENT HERE

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Key Skills & Achievements

**USE THESE AS A GUIDE BUT DON”T COPY THEM**

* Accomplished communication skills, both written and verbal, developed through numerous essays and presentations given during my time at school
* Ability to take the initiative and work well under pressure, ensuring strict deadlines are met, as successfully demonstrated during…
* Flexibility, whilst maintaining enthusiasm and commitment to each project
* Proficiency in all areas of IT, including…
* Achieved …

Education

School Name

(DATES ATTENDED)

GCSEs / Other Qualifications and predicted grades**:**

* English Language and Literature -
* Maths –

Work Experience

TITLE / POSITION

(April 2011 – Present)

Duties included:

* Shadowed a key member of staff, learning how to ….
* Completed various tasks, including …
* Gained knowledge of …

Hobbies & Interests

I have been a member of…

Over the last two summers I have….

I have a keen interest in…

During this time, I also …

References

References are available on request.