[Name] **[Address]  
[email address] [phone number]**

# Education and Qualifications

e.g.

Any Town High School September 2013 – June 2018

GCSEs: Maths (B), English Language (B), English Literature (B), Science (C, C), IT (B), Religious Studies (C), Business Studies (B), History (C), French (D)

# Employment

e.g.

Restaurant Server, Any Restaurant, July 2018 – Present

The job involves serving customers food and drink, taking table bookings and being the first point of contact for complaints. The job requires good communication skills, good teamwork skills, and a friendly manner.

# Volunteering

e.g.

Young Guide Leader, Nth Brownie Pack, March 2016 – July 2018

The role involves supporting Guide Leaders to plan and run weekly Brownie sessions, including craft activities, sport, music, life skills, and an annual summer trip. The role requires good teamwork skills, good organisation skills, and good leadership skills.

# Additional Information

e.g.

I have achieved Grade 2 in Music theory and Grade 3 Music Practice for the guitar. Working for these qualifications required good time management skills, dedication and persistence.

I currently run a blog for people who have an interest in vegan cooking and baking. Running this blog has developed my IT skills, particularly with WordPress, marketing knowledge, and relationship-building skills.

# References

e.g.

Joe Bloggs, Restaurant Manager

Phone number: 1234 567 890

Email: joe.bloggs@email.com

Jane Smith, Guide Leader

Phone number: 1234 567 890

Email: jane.smith@email.com