

## Example of a CV for an 18 year old school leaver

Stephanie Jones  
Belfast | 07777 777777 | stephanie.jones@gmail.com

### Career Statement

'A motivated individual with an excellent record at both GCSE and A-level, who has worked in customer service in the retail sector.'

I am a recent school leaver with an excellent academic background in Mathematics, Music and Science. I have been working as a part-time retail assistant in JMB Sports for the past six months, where I was able to work on customer service, stock management and general retail operations. Other skills I possess include communication, time management, and following directions without supervision. I am now seeking a full-time retail position.

### Key Skills

**Customer Service skills** – As a part-time retail assistant, I've discovered that providing great customer service isn't just about helping customers. It's also about forming genuine connections and relationships with them. In addition, I helped with fundraising events at school where I gained customer service experience interacting with staff, students, parents, and other members of the community.

**Team Support Skills** - By working in a team environment, I have gained practical skills and a greater understanding of the importance of supporting and helping your fellow employees on the shop floor. In school, I was involved in sports, arts or music clubs. I learn how to work with others, respect their opinions, and work hard to value others' roles.

**ICT Skills** - I use a computer to process customers' purchases and a barcode reader to track stock. On various school assignments and projects, I have also used Microsoft Office (MS Word, PowerPoint, Excel) and Adobe Photoshop to edit photos (adding effects), create diagrams and charts, and presentations.

### Employment History

March 2021 - present                      Retail Assistant                      JMB Sports, Belfast

I am responsible for interacting directly with customers and completing daily tasks on the shop floor.

#### Duties include:

- Incoming/outgoing deliveries/warehouse operations
- Promoting the brand of the week,
- Advising clients about stock,
- Processing payments at the checkout
- General housekeeping.

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## **Volunteering Role**

Sept 20 - Jun 21      School Sports Leader      Malone High School

I assisted the PE teacher in coordinating and promoting sporting events at the school.

Duties included:

- During registration, informed varying classes of weekly sports events
- Event registration and booking
- Monitored junior pupil at away games
- Took part in football and rugby workshops with small groups of students.

Mar 21 - Jun 21      Retail Assistant (Volunteer)      Oxfam Charity Shop

As a volunteer at Oxfam Charity Shop, I worked four hours a week to help customers and sort donations

Duties included:

- Served and assisted customers on the shop floor
- Preparation of donated stock, including sorting, steaming, pricing and hanging out clothes.

July 20 - Aug 20      Retail Assistant (Volunteer)      Marie Curie Charity Shop

For four hours a week during the summer months, I was responsible for helping customers and sorting donations at the Marie Curie Charity Shop.

Duties included:

- Served and assisted customers on the shop floor
- Preparation of donated stock, including sorting, steaming, pricing and hanging out clothes.

## **Education**

2021      Malone High School

A-Level:      Mathematics (B), Music (B) & Science (B)

GCSE:      Mathematics (9), English (8), Art (B), Technology (9)

GCSE:      Information Technology (8) Science (7), English Literature (7) and Music (7)

## **Achievement**

2021 - Outstanding student-athlete award

2021 - Duke of Edinburgh Award, Bronze Award Level

2020 - Sea cadets completed training on learning teamwork, respect and building self-confidence.

## **Hobbies and Interests**

- I attend sea cadets twice a week and am learning about maritime topics, waterborne activities, orienteering, field craft and team building.
- I enjoy reading particular history, archaeology and science

**Referees** - 'Available on request

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