

Steven Jones

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### **Career Statement**

'A dedicated student who has just completed GCSE studies has leadership and communication skills, having volunteered as a school sports leader'.

'I am a well-motivated and focused student who achieved excellent results in my GCSEs. My strongest subjects are mathematics, music, and information technology. Even though I have no paid experience, I took part in many volunteer roles and sports events, and I am an active member of the sea cadets. All these activities have helped me to develop my planning, organization, and time management skills, as well as my ability to work well in a team environment. In order to put my skills to work, I am seeking part-time employment in the retail or leisure industry.

### **Key Skills**

Customer Service skills – As part of helping with fundraising events at school, I gained customer service experience interacting with staff, students, parents, and other members of the community. In addition, I volunteer one day a week at a charity shop where I help customers all the time.

Team Support Skills - In school, I am involved in sports, arts or music clubs. Many of the projects involve teamwork, and I learn about working with others, respect for others' opinion, and working hard to appreciate the role of others in the group.

ICT Skills - Used Microsoft Office (MS Word, PowerPoint, Excel) and Adobe Photoshop on various school projects and assignments to edit photos (adding effects), create diagrams and charts, and create presentations.

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

## Example of CV for a 16 year old

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

I was responsible for helping out for 4 hours a week

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

I was responsible for helping out for 2 a week over the summer months

Duties included:

Served and assisted customers on the shop floor

Preparation of donated stock, including sorting, steaming, pricing and hanging out clothes.

## Education

2016    Malone High School

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 - Recognition for leading the way in sports inclusion

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

## Hobbies and Interests

- I am actively involved in sporting activities in the school. I also volunteer as a school sports leader and help promote sporting activities to younger pupils in the school
- I also attend sea cadets twice a week and am learning about maritime topics, waterborne activities, orienteering, field craft and team building.
- I also volunteer at school sporting events to raise funds for different charities.

## Referees

'Available on request