

Example 1 - Traditional CV - School leaver

CURRICULUM VITAE			
NAME:	Samantha Jones		
ADDRESS:	11 Beech Road, Sale, Manchester M21 4bs		
TELEPHONE:	0771 2345689		
DATE OF BIRTH:	10 May 1985		
EDUCATION:	Sale High School 2002 - 2007		
QUALIFICATIONS:	June 2000	GNVQ Intermediate Part One (Hospitality and Catering)	Merit
	June 2000	GCSE Mathematics	Grade D
		GCSE English	Grade C
		GCSE Welsh	Grade E
		GCSE Science (single award)	Grade D
		GCSE Religious Studies	Grade E
WORK EXPERIENCE:	July 1999	Hair and Beauty, High Street, Piccadilly: Two weeks work experience. Meeting and greeting customers served customers and cleaned.	
	1997 – 1999	Member of school functions catering team: helped Home Economics teacher prepare and serve food and drink for parents' evenings and governors' meetings for two years.	
SKILLS AND PERSONAL QUALITIES:	<ul style="list-style-type: none">• Hard working and reliable• Always on time for school• Good attendance record• Cheerful and work well with others• Keen and enthusiastic• Genuine interest in catering• Some basic food preparation skills from GNVQ course• Willing to train and gain further qualifications		
INTERESTS:	<ul style="list-style-type: none">• Netball• Music		
OTHER INFORMATION:	St John Ambulance First Aid Certificate		
REFEREES:	Miss R. Williams Head of Home Economics Sale High School Park Road Sale M21 2PR		
	Mrs S Morgan Hair and Beauty High Street Piccadilly M13 3OP		

Example 2 - Personal Profile CV - Young Job Seeker

CURRICULUM VITAE	
Name:	Ben Powell
Address:	16 George Street, Longsight, Manchester LL4 8HL
Telephone:	0777 1234567
E-mail:	Bpowell@surfnnet.com
Date of birth:	12 February 1985
Personal Profile	
<ul style="list-style-type: none">• I am a young and energetic sales assistant with two years experience in a large, computer retail store.• I am an effective communicator with strong customer care skills and a successful sales record. During the past two years I have twice won the regional 'sales assistant of the month' award for exceeding sales targets and for receiving positive customer feedback.• I have an excellent knowledge of current entertainment software particularly computer games.• For the last six months I have been acting team leader in the computer games software section, responsible for organising and supervising the work of two part-time members of staff and one trainee. During this period the section has increased sales by thirty per cent.	
Qualifications	
<ul style="list-style-type: none">• NVQ 3 in Retailing• GNVQ Advanced Information Technology (Pass)• GCSEs in English (C), maths (C), science (C), computer studies (B), French (D) and history (D)	
Education	
<ul style="list-style-type: none">• Longsight College of Further Education 2002 - 2004• Longsight Comprehensive School 1997 – 2002	
Employment and Work Experience	
September 2004 to present: Modem World, Longsight Shopping Mall	
<ul style="list-style-type: none">• first year as trainee with two months each in hardware sales, software sales, technical support, customer service and customer accounts departments• second year as sales assistant in software sales• last six months as acting team leader for computer games section	
November 2003 to August 2004: FW Woolworth's, High Street, Longsight Part-time sales assistant on music counter. January 2002: PC Electronics, Longsight Industrial Estate. Two weeks work experience in quality control department.	
Other Interests	
<ul style="list-style-type: none">• Play drums in a band	
References	
Names and addresses of two referees are available on request.	