

# CV Example

Rachel Smithson  
23 House Lane,  
Street Road  
DE12FS

## Personal Statement:

Art has always been a enjoyable to me. Even from a young age I was always an artistic person. After completing my first year of GCSE's, I started to research Art Gallery Apprenticeships and instantly set my mind to one day becoming an apprentice. My aspirations for the future are to be a distinguished Artist with a gallery of my own.

## Education:

Secondary School (2003 – 2008)

### GCSE:

Art: A*	Mathematics: C
English B	English Literature: B
Science (Double): C	Humanities: B
Religious Education: C	

## Work Experience:

Derby Art Gallery (1 day a week – year 11 academic year)

Alongside my academic study, I completed one academic years placement (1 day weekly) at Derby Art Gallery. On completion of my placement I was offered a weekend job. My responsibilities included; customer service, communication, cashier, orders/purchasing, shipping and health & hygiene.

Due to these responsibilities I feel that my skills have enhanced and I am now a more responsible and accountable young adult.

## Employment:

Derby Art Gallery (Weekends – 2014-present)

Following completion of a work experience placement I was offered a part time position at my local art gallery. My roles & responsibilities include: health & hygiene, purchasing, shipping, cashier, health & safety, bookings, communication, customer service, organisation & handling, and opening/closing the gallery.

## References:

Mr Robertson  
Gallery Director  
Art Gallery  
Derby  
01332 001122  
Artgallery.derby@hotmail.com

# CV Builder 1

Name  
Address  
Telephone  
Email

## Personal Statement

## Education & Qualifications

Subject	Grade	Date

## Employment History

- Company
- Manager
- Date start/end
- Job role & responsibilities

## Work Experience

- Company
- Manager
- Date start/end
- Job role & responsibilities

## Hobbies and Interests

## References

- Name, Job role, contact details

# CV Builder 2

Use the template to complete your CV draft. Once you have completed all sections, you can use the structure to create your own CV. There are some example's done for you.

Personal Details:	
Full Name:	
Address:	
Post code:	
Telephone:	
Email:	

## Personal Statement:

*This section is a brief summary about who you are, what experiences you have, what you have to offer and your aspirations for the future. It should be no longer than 4-5 sentences or a short paragraph.*

*You can use the section to relate to a job description or course.*

- **During my academic study, I often...**
- **As a hardworking individual who has recently completed...**
- **From an early age...**
- **An adaptable former students applying for...**

## Work Experience/ Other Experience:

*Use the following format to describe your work experience or other experience you have done. Repeat as necessary using the same format as below.*

**Job title:**

**Organisation:**

**Location:**

**Start date:**

**End date:**

**Main skills/activities:**

*Use your own or one of the sentences below to write about the experience.*

- **Some of the main responsibilities...**
- **During my work experience placement...**
- **Some of my key responsibilities included...**
- **Throughout my placement, I enjoyed...**

Education:			
Institution	Qualification	From / To	Grade
<i>Example: Derby School</i>	<i>GCSE Mathematics</i>	<i>2003-2008</i>	<i>C</i>

Any other qualification:	Date completed:	Valid until:
Institution	Qualification	From / To

**Interests and Hobbies:**

*Use this section to write about what you enjoy doing, any hobbies you may have. Try to relate this to the job description or course that you are applying for. Use your own or one of the sentences below to help you.*

- In my spare time...
- My hobbies include...
- As I have a keen interest in...
- At weekends I take part in...

**References:**

*Try to include at least 2 references. This can be a member of staff from your school, part time job or other commitment e.g. scout leader etc.*

<b>Referee Name:</b>		<b>Referee Name:</b>	
<b>Job role:</b>		<b>Job role:</b>	
<b>Organisation:</b>		<b>Organisation:</b>	
<b>Telephone:</b>		<b>Telephone:</b>	
<b>Email:</b>		<b>Email:</b>	

# Covering Letters

A covering letter is one of the first things a prospective employer will see.

A covering letter may include:

- Your full name
- Address
- A brief explanation stating what role you are applying for
- Why you are applying/why you are right for the role
- A brief overview of your education & achievements
- What you can bring to the company
- Contact details
- 'Yours sincerely'

Remember that employers have to look through many applications, so your covering letter should be no more than 4 or 5 paragraphs long.

Ensure that you:

- Keep to concise & relevant
- Tailored to the job role that you are applying for
- Use professional language
- Check your spelling and grammar

# Covering Letter Template

Covering letters are the first chance you will get to impress an employer. A covering letter would normally accompany your CV or application.

Your letter is an opportunity to persuade the employer to read your CV.

Using the prompt sentences below, start to write your covering letter.

Dear [Name],

I am writing to enquire ...

As you can see, I have had extensive vacation work experience in ...

From this I have gained ....

I am a conscientious person who ...

I am keen to work for a company with ... like [Company that you are applying to] because ...

I look forward to ...

Yours sincerely

[Your Name]

# Covering Letter Example

Below is an example of what a covering letter what include.

Dear Mr Shepherd,

I am writing to enquire if you have any vacancies in your company. I have enclosed my CV for your information.

As you can see, I have had extensive work experience in office environments, retail and service industries which have helped me to develop various skills.

I am a conscientious person who works hard and pays attention to detail. As a problem solver, I am quick to pick up new skills and eager to learn.

I have excellent references and would be delighted to discuss any possible vacancies with you.

I would be grateful if you would keep my CV on file for any future possibilities.

Yours sincerely

[Name]