Name:

Email. Personal Email not schools

Tel. Mobile number or Home Phone number

# PERSONAL PROFILE:

I am an outgoing and well presented individual with a great passion for…( Give an example of something you are passionate about e.g Hairdressing, Music, Motor Vehicles) I am able to communicate effectively with members of the public and work well with colleagues. I can work towards targets and quickly adapt to new situations. I would like to pursue a career in…..( What is your ideal Career) I will use the skills I have developed so far in my education to achieve this. (Make reference to subjects or experiences that have specific relevance to the job, course, you are applying for..)

# KEY SKILLS:

* Able to work well on my own and within a team
* ICT skills - good knowledge in the use of Word processing, PowerPoint and Excel
* Communication
* Ability to Work Under Pressure
* Decision Making
* Time Management
* Self-motivation

# EDUCATION / QUALIFICATIONs

201? -201? Stone Soup Academy, Nottingham, UK.

**Subjects include:**

* English Level - Functional Skills/GCSE
* Maths Level - Functional Skills/GCSE
* Music Technology Level - Level 2 Certificate
* Media Level - BTEC
* Art Level - Level 1/2
* Hair and Beauty Level - Level 1
* Sport Level - BTEC
* IMI Mechanics Level - Level 1

**WORK EXPERIENCE:**

I have previous work experience doing…..

**(Outline your previous work experience eg If you partake in any of our off site activities such as Mechanics or Hairdressing you could add that as work experience and give examples of what tasks you have completed) Part time jobs…. Voluntary work…**

**INTEREST AND HOBBIES:**

My main interests and hobbies include……

Here are some examples of hobbies and what they say about YOU: Computing: Good with technology

Puzzles: Excellent problem-solving skills

Football/Soccer: Teamwork skills Chess: Intelligent, strategist Socialising with friends: Team player

# REFERENCES:

**Jordan Senior/ Head of Careers**

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