

Year 12 Student Example CV

(add Name)

Tel: (add home telephone or mobile number) **Email:** (add School email address)

PROFILE

An enthusiastic Year 12 student with strong writing and language skills aspiring to pursue a career in publishing. I have completed A level Italian achieving A* and I am currently studying English Literature, History and French at A Level.

SKILLS

Excellent communication skills- through the study of languages, I have been able to develop my verbal and written skills in order to communicate clearly to various audiences. This was particularly useful during my participation at the Model United Nations when I had to prepare a Manifesto and present the main points clearly and succinctly.

Analytical - Through an 'Unleashing Potential' course I found relevant information and statistics to analyse and criticise a business. This contributed to our team winning the best marketing analysis prize.

Writing – I have had an article published on 'Why e-books will never replace real books' for the weekly 'First News' children's newspaper.

EDUCATION

2012-2019: **Surbiton High School, Surrey**
A Levels: Italian (A* 2017), English Literature, French, History, EPQ,
10 GCSEs (9 A*'s, 1 A, including Maths and English)

WORK EXPERIENCE/ PLACEMENTS

June 2018 **Marketing Communications (work experience), Nestlé**

- Attended and observed meetings with large companies such as Amazon, Google and Twitter and participated in one-to-one workshop at Zenith Media
- Developed skills in working to deadlines in making spreadsheets and components for presentations in meetings
- Gained experience in different work fields such as marketing, sales and communication
- Gained experience in proofreading and summarising information

July – Dec 2018 **Saturday Sales Assistant, Top Shop**

- Served customers at the checkout and trained new sales staff
- Received Employee of the Month award for service following positive customer feedback
- Responsible for other tasks such as window displays and the end of day cash reconciliation

INTERESTS AND ACHIEVEMENTS

- Sport- Captain of the hockey team, won regional championships in 2016. Also member of the tennis team.
- Music- Piano grade 6, with distinction. Violin grade 5. Member of school choir from 20.
- Bronze Duke of Edinburgh award, received 2016.
- I volunteer at Surbiton Girls' Prep School French club, speaking French with the younger pupils

REFERENCE Mr Jon Owen, Assistant Principal and Head of Sixth Form jon.owen@surbitonhigh.com