

SAMPLE CV TEMPLATE

Here is an example of what a CV should look like and what you need to consider for your own. Please use any of the draft CV templates in Microsoft Word to create a version of your own. If you need a step by step guide you can use the [CV workbook](#) or book an 1-1 appointment with SEPO team.

ABOUT ME

If you are not sure what to say or how to start then consider searching online for a few example or use our workbook. Also consider adding information relevant to the job description or duties that you may be expected to undertake-this makes it personal!

CONTACT DETAILS

- Always have a phone number and email id to contact you back. You can add address as well.
- Create a sensible & professional Email ID please.
- Social media accounts are optional.

KEY SKILLS & QUALITIES LIST

Think about soft skills (essential or transferable skills you need in most jobs) and hard skills (skills you need specifically in certain jobs to do that better or efficiently). Explore skills online related with the field or subject you are interested in or the course you are doing.

ABOUT ME

I have recently completed a T-Level in Business, which has given me a practical insight into the different areas within marketing and sales. I am an organised, hard worker who is extremely target driven.

CONTACT

@ alex@sample.com
 0712345678
 linkedin.com/asample
 kendal

SKILLS

- Social media
- Public speaking
- Administrative skills

[Click here](#) or ask SEPOs to get the step by step CV workbook

ALEX SAMPLE

OBJECTIVE

I have always wanted to work in marketing and have all the skills to ensure that products and services are presented in the most attractive way. I have a thorough understanding of using different techniques to deliver key information, including the use of social media and influencer marketing.

EXPERIENCE

A COMPANY: SOCIAL MEDIA MANAGER

(June – July 2023)
 In my second T-Level placement, I was trusted to manage and control the output the social media channels.

A DIFFERENT COMPANY: ASSISTANT TO MARKETING TEAM

(November – December 2022)
 In my first placement, I had a variety of responsibilities, including shadowing the CEO, attending meetings with clients as well as daily staff briefings. My idea for widening the key demographic of the flagship product by setting up an Instagram account was well-received, and I was able to lead on this.

EDUCATION

KENDAL COLLEGE
 T-Level in Management and Administration - Pass
 September 2022 – July 2024

KENDAL HIGH SCHOOL
 GCSEs: Art: 4, Business: 6, English Lit: 5, English Language: 6, French: 4, History: 7, Maths: 4, Science: 5&5.

REFERENCES

AVAILABLE UPON REQUEST

OBJECTIVE



- Make it clear why you want this job.
- Show that you are knowledgeable about the requirements.
- Show that you are knowledgeable about the organisation.
- Highlight the skills and experience you can bring to the job.

EXPERIENCE

This section can contain all your experiences like:

- Part-time jobs
- Work experiences
- Full-time jobs
- Apprenticeships
- Projects
- Educational Trips
- Competitions
- Any experience where you have worked on transferable skills both inside and outside of school/college/work.



EDUCATION



- Make a list of all the qualifications you have done including short term courses.
- Find all your certificates including GCSEs along with key dates to write this section properly.

REFERENCES



You can ask your tutors, student advisors, employers, mentors, etc.. to do reference for you, but always ask before you put their details down.