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| **NAME** | |
| Location  Email | Phone  LinkedIn Profile |

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| **PERSONAL PROFILE** |

I am a highly motivated year x pupil who is currently studying for x GCSEs / x A Levels and in line to achieve xxx. I have a keen interest in xxx and am planning to study xx for A Levels / x at University / complete an apprenticeship in x. My studies so far have provided me with the skills needed to succeed in the world of work including being a quick learner, eager to take on new challenges and learn new processes. I am seen by many as a naturally friendly and helpful person with a willingness and ability to adapt to any given situation and I love going the extra mile to help people and ensure that goals or targets re achieved. I enjoy working on my own as well in teams, both as a team member as well as a leader, with experience gained within the school environment as well as externally through extra-curricular activities.

I am looking for a role within <>; one where I can be presented with new challenges and the opportunities to better myself and progress my career and truly make a difference to an organisation.

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| **KEY ACHIEVEMENTS** |

* At the end of Year 11 I was awarded one of the top 3 marks for my PE GCSE coursework.
* In a school swimming competition I won both of my races taking the team through to the finals.
* Achieved my Bronze and Silver Duke of Edinburgh Award, currently working towards Gold. I am currently volunteering at my local primary school’s after school club as well as volunteering at the children’s holiday clubs at my church.
* A member of the schools football club, being the top scorer in 4 out of 10 matches.

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| **KEY SKILLS** |

**Explain and Promote ideas**

During x I participated in the National Citizen Service in which we partnered with the charity Homeless Period. We were challenged to raise awareness of the charity and the needs of homeless women in a creative way. We pitched Dragons Den-style for the money to make bags for the homeless women that included the resources needed for them to get through their period. We also went to public spaces in Birmingham and talked to members of the public about the charity, asking them to complete questionnaires and show their support.

**Analytical**

As part of my Geography GCSE, I had to undertake a particularly detailed analysis of beach sediment at different times of year and then write up, create graphs and tables, and draw conclusions using statistical analysis.

**Communication Skills**

Over the summer I participated as part of the Camp Team a camp for children. This meant I had to have good communication skills and patience to ensure activities were completed safely.

**Leadership Skills**

When working on a group project in Year 9 we were doing a history assignment and no-one wanted to take control, so I decided to step up and act as Leader of the project. The teacher was impressed by our work and gave us a high grade.

**Team Work Skills**

I regularly play football for my school, I am a valued member of the team and enjoy working with others.

**Presentation Skills**

As part of my Year 8 studies I had to do a presentation on x. I had to decide on the topic, decide on how I was going present and completed the presentation to my team mates. It went well and I achieved a good mark.

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| **EXPERIENCE** |

This section is where you put any paid or unpaid work experience that you have completed using the following format.

**Job Title | Company |** Dates from – To

<>

So for example, you could put any volunteering experience or work experience completed at school.

**Beaver Young Leader | The Scouts |** January 2019 - Present

As part of my Silver Duke of Edinburgh Award every Thursday evening after school at 6.30pm I volunteered for 1 hour.

* Help the leaders set up games or play games with the children whilst the other leaders were setting up the nights activities.
* Make the snacks for break-time and wash-up after.
* Help the children with their indoor or outdoor activities.

**Year 10 Work Experience Placement Student | Company |** June 2020

Completed a weeks’ work experience within xx, which gave me an insight into the organisation.

* Learnt about xxx
* Visited xxx
* Helped with xxx

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| **QUALIFICATIONS AND DEVELOPMENT** |

**GCSE Examinations | School |** September 2016 - Present

GCSE Examinations due to be taken in Summer xxx

List GCSEs including expected grades

You could also include any certifications gained from extra-curricular activities such as Music Certificates, Swimming Grades as this can enhance your CV.

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| **OUTSIDE INTERESTS** |

* Been on two foreign exchanges to France & Spain.
* Enjoy playing cricket and member of school cricket team.
* Attend school “business” lunches.

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| **REFERENCES** |

References are available on request.