Joe Smith

123, The Street, Nottingham NG1 234

07984 182182 ~ joesmith@gmail.com

**Objective statement**

I am a 14 year old student looking for part time work at the weekends. I am a determined individual having recently completed my Bronze Duke of Edinburgh award which has taught me that achieving goals requires hard work and dedication.

**Work experience**

*ABC Accountants (2017)*

During the school holidays this year I worked for 2 days each week at my father’s business, an accountancy firm. Tasks included typing, filing and taking post to the post office.

*Young Entrepreneur Scheme (2016 – 2017)*

I have taken part in my school’s Young Entrepreneur scheme for the last two years. This involves making items from Fimo to sell and running a stall every break time. Each year we have raised over £1,000 for local charities.

*St John’s Ambulance, 2016 - 2017*

I have been a St John’s Ambulance cadet since I was 13 and I regularly attend the local football team’s matches to provide first aid support alongside the St John’s Ambulance team.

*Browns Café, Nottingham Auctions (2014 – 2017)*

For the past three years I have helped my mother to run the food and drinks cafe once a month at the local Auctions. This involves serving customers, taking payment and giving change.

**Education**

ABC Academy, *Nottingham*

2013 – 2017

123 Primary School, *Nottingham*

2007 - 2013

**Skills**

* I am able to deal with the public effectively thanks to my experience as a St John’s Ambulance cadet and running a stall with my mother. These experiences also show that I am reliable and trustworthy.
* I am a good communicator and a competent leader – I now teach first aid to other young people, and I also head up our school debating team each Wednesday.
* I have a very good level of numeracy, achieving As for most of my maths assignments.
* I am IT literate with a typing speed of 45wpm and the ability to use most basic software packages to an intermediate level (Microsoft Word, Excel, Powerpoint).

**Hobbies and interests**

I love football and I play on the local five-a-side team every Thursday evening. I am also a brown belt in Aikido and attend classes on Monday evenings.

**References**

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| --- | --- |
| Mary Jones, Form Tutor  ABC Academy  456 The Street  Nottingham NG1 234 | Claire Riley  St John’s Ambulance supervisor  789 The Street,  Nottingham  NG1 234 |

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