

# Paul J Shaw

Address <details>

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paul-shaw.one

## Personal Profile

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Past:

Present:

Future:

## Education and IT Training

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|---------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| MM/YY-Present | <b>Just IT Training Ltd, London</b><br><b>Digital Skills Bootcamp: Software Development</b><br>A twelve week intensive bootcamp covering the fundamentals of Web and Software development. |
|---------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

|             |                                                                                                                                                                                                                                                                      |
|-------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| MM/YY-MM/YY | <b>University, Location</b><br><b>Degree Title and classification</b><br>List at least 4 modules<br><b>Core Modules:</b><br><b>Languages:</b> List Languages used, e.g. Visual basic, SQL, HTML, XML, VB.NET<br><b>Final Year Project:</b> "Title" Brief Description |
|-------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

|             |                                                 |
|-------------|-------------------------------------------------|
| MM/YY-MM/YY | <b>College, Location</b>                        |
| A Level:    | Subject (Grade) Subject (Grade) Subject (Grade) |

|             |                                                               |
|-------------|---------------------------------------------------------------|
| MM/YY-MM/YY | <b>School, Location</b>                                       |
| GCSE:       | (how many) A-C grades in subjects including Maths and English |

## IT Skills

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**Software Development Skills:**

**Web Technology:**

**Core Programming Languages:**

**Projects:**

## Employment History

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|             |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
|-------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| MM/YY-MM/YY | <b>Name of company, Location</b><br><b>Job Title</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
|             | <ul style="list-style-type: none"><li>Give an example of how you demonstrated time management and organisational skills?</li><li>Give an example of how you demonstrated customer service skills?</li><li>Give an example of how you demonstrated written and verbal communication skills?</li><li>Give an example of how you demonstrated team working skills?</li><li>Give an example of how you demonstrated flexibility and adaptability?</li><li>Give an example of how you demonstrated troubleshooting and problem solving skills?</li></ul> |

|             |                                                                                                                                    |
|-------------|------------------------------------------------------------------------------------------------------------------------------------|
| MM/YY-MM/YY | <b>Name of company, Location</b><br><b>Job Title</b>                                                                               |
|             | <ul style="list-style-type: none"><li>Give an example of how you demonstrated time management and organisational skills?</li></ul> |

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- Give an example of how you demonstrated flexibility and adaptability?
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MM/YY-MM/YY

Name of company, Location  
Job Title

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### Interests and Achievements

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**Computing:** What specific IT hobbyist experience do you have? Give software and hardware examples as well as how you help and support family and friends. What development projects have you completed or are working on at home?

**Hobbies:** What social hobbies or interests do you have or participate in?

**Additional Info:**

References available upon request

### Checklist

- ☐ Have you listed every job in your work history?
- ☐ Do you have a continuous work or education history from when you left school to present?
- ☐ Have you covered any gaps in your work history longer than 3 months?
- ☐ Does every bullet point in your work history include a transferable skill?
- ☐ Have you kept the formatting consistent? I.e. style, font and type size?

### Remember

- Put all relevant information down in your drafted CV
- It is acceptable for your CV to go over 2 pages at this stage as it is better to have too much information rather than not enough
- If you have something that you are unsure of, include it for it to then be discussed