STARTER CV TEMPLATE

FULL NAME

[Your Address]

[Town/City, Postcode]

[Phone Number]

[Email Address]

[LinkedIn Profile or Personal Website – optional]

# Personal Statement

A reliable and motivated individual with a strong work ethic and a willingness to learn. Known for being punctual, friendly, and a great team player. Now looking to start a career in [industry/sector] and eager to gain hands-on experience.

# Skills

- Great communication and people skills

- Quick learner with a can-do attitude

- Basic computer literacy (Word, email, online forms)

- Reliable, organised, and punctual

- Works well independently or in a team

# Education

School or College Name  
GCSEs or A-Levels – Completed [Year]

Subjects include: English, Maths, [Other Key Subjects]

\*Optional: Add any standout achievements or awards\*

# Work Experience

Job Title or Role (e.g. Part-Time Retail Assistant)  
Company Name, Location – Month/Year to Month/Year  
- Greeted customers, handled transactions and kept the store tidy  
- Learned to work in a fast-paced environment under pressure  
- Gained confidence and improved teamwork skills  
\*If no formal experience, skip this and use the “Volunteering” or “Projects” section below\*

# Volunteering / Projects

Role or Project Name  
Organisation or Event, Location – Year  
- Helped organise [activity/task], gaining teamwork and problem-solving experience  
- Took initiative to [specific contribution]

# Hobbies & Interests

Enjoy baking, football, gaming, creative writing, and working with people. Always up for learning new things and challenging myself.

# References

Available on request.