

EXAMPLE OF CV FOR PART TIME JOB APPLICATIONS (NO OR LIMITED WORK EXPERIENCE)

JAMES SIMMONS

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PERSONAL PROFILE

A Business and Management student with strong organisational ability; skilled at working closely with others in a team environment and with a flexible approach to work. Currently looking for a part time role in retail or a customer services environment.

EDUCATION AND QUALIFICATIONS

2011 – 2015 University of Bradford
BSc (Hons) in Business and Management Studies

2005 – 2011 Bingley High School
A Levels: Mathematics (C) Business Studies (B) and English (C)
GCSEs: 9 subjects A-D, including Mathematics and English

RELEVANT SKILLS

Communication

- Experience of liaising with younger students and teachers in my role as a mentor at Bingley High School. Found different ways of explaining things to help Year 9 students with their Mathematics homework.
- Presented project work both individually and as part of a team during my Business Studies A level. This involved preparing PowerPoint slides, delivering a presentation to a varied audience and producing a written report.

Teamwork

- Play football, helping and supporting the team to do their best by encouraging others even when we are not playing well. Regularly attend training sessions help with coaching the junior team.
- Worked with a team of 4 students to produce a business plan for an assessed project. It wasn't always easy as two group members fell out during the project but I arranged for us to socialise one evening after which we all got on a lot better.

Responsibility

- Several of the neighbours on our street at home regularly arrange for me to house-sit when they are away, as they trust me to ensure the security and maintenance of their properties.

ADDITIONAL ACHIEVEMENTS

2009 – 2010 Captain of Bingley High School Football Team
July 2009 Grade 4 Award for guitar

LEISURE INTERESTS

- Enjoy playing and watching football, playing the guitar and swimming.
- Other interests include keeping up-to-date with current affairs and watching business programmes on TV.

REFEREES

References are available upon request.