

Example 1 - Bad Example

Elizabeth Brown

65 Long Street, Anytown, XP9 8JQ
loveshoes@hotmail.com
074589993557

DOB: 22 July 2004
Gender: female
Marital status: single

I am hardworking. My hobby is watching TV. I'm happy to do anything, e.g., make coffees...

Education

(2018-2022) Any Town Secondary School

A-levels: english(C), Accounting (B), maths (B);

9 GCSEs at grades 5-9

Any Town Primary School

Work Experience

Team Member of Outgoing Exchange Function Team, AIESEC (2023-present)

- *Promoting projects.*
- *Working effectively with my team.*

School Gap Year, Green School - Jan 2022 – Jan 2023

- *In this job I provided support to students with special needs, assisted with lesson planning and organised dance classes. Once I also assisted the PE department.*

Volunteering

- *Peer Mentor, Anytown Secondary School*
- *Activity Leader, Kaplan International*

Skills

management, leader, IT, languages

Example 2 - Good example

Elizabeth Brown

Anytown, XP9 8JQ

elizabethb456@gmail.com

074589 993557

Hardworking Year 13 student with a strong academic record and readiness to take on demanding assignments. Highly adept at working within a team because of my experience as an Activity Leader at Kaplan International and basketball player in secondary school/sixth form. Seeking to establish my communication and interpersonal skills to fill the XXX position at XXX.

Education

Anytown Secondary School (2018 - 2022)

- A-levels (2022-present): English (C), Maths (B), Accounting (B)
- 9 GCSEs at grades 5-9 (2019): English (grade 7) and Maths (grade 8)

Work Experience

Team Member of Outgoing Exchange Function Team, AIESEC (Aug 2022 - present)

- Promoting voluntary exchange and internship projects. Showed excellent relationship-building skills with my team and students.
- Cooperated effectively with my team to launch a marketing campaign for an 'AMAL' project aimed at teaching business skills to young people living in the MENA region.

Activity Leader, Kaplan International (Jul 2022 - Aug 2022)

- Researched, planned, and implemented new outdoor activities for international students ages 16-18 - resulted in a 12 % increase in student engagement and participation.

School Gap Year (Teaching Support), Green School (Sep 2021 - Jun 2022)

- Provided students with special needs with comprehensive care that includes individualised activities.
- Created lesson plans for students who required additional support with concentration and critical thinking.
- Assisted with planning and implementing cross-year group lessons in Science and Art.
- Supervised dance classes based on my knowledge of current trends in health and well-being.

- Secured excellence in student and colleague safety by providing consistent and appropriate support and participating in professional development on issues of student and colleague safety, health, and equality.
- Planned and assisted PE department events such as the Swimming Gala and Sports Day.

Peer Mentor, Anytown Secondary School (Mar 2021 – Oct 2021)

- Supporting primary school students with their reading and maths lessons

Skills

- Student Management
- Strategic Decision Support
- Student Supervision
- Team work
- Written and oral communication
- Administrative Assistance
- Microsoft Excel, Microsoft Office...*[more examples possible]*
- Fluent in: English, Italian, French, Russian

Interests

- Co-founder of School Accounting Society
- Chess (participated in 3 competitions)
- Took part in charity challenge