**JANE DOE** 

EMAIL

EXAMPLE@CVMAKER.UK

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PERSONAL PROFILE

Reliable and enthusiastic school leaver seeking an entry-level position in a supermarket environment. Known for being punctual, hardworking, and eager to learn. A strong team player with excellent communication skills and a positive attitude, ready to support customers and contribute to the smooth running of store operations.

EDUCATION GCSEs 2025

London High School - UK

- English (B)
- · Maths (C)
- Science (C)
- · Business Studies (B)

SKILLS Excellent verbal communication Teamwork and collaboration

Strong attention to detail Customer service awareness

Basic numeracy Cash handling
Time management Organisation

LANGUAGES English - Native Spanish - B2

French - A2

**EXTRACURRICULAR ACTIVITIES** 

## **School Charity Event Assistant**

London High School - London, UK, 2025

Assisted in planning and running charity events organised by the school, including setting up stalls, welcoming guests, and handling small cash transactions. Worked with a team to ensure events ran smoothly and provided a positive experience for attendees.

- Successfully helped raise over £500 for school charities through active participation
- · Gained confidence in public interaction and money handling.

## **Peer Mentor**

London High School - London, UK, 2023 - 2024

Provided guidance and emotional support to younger students through the school's peer mentoring programme. Assisted in running group sessions on study skills and time management, while maintaining a friendly and approachable attitude.

- Selected as one of five mentors out of over 40 applicants.
- · Helped mentees improve confidence and performance in classwork.