

# Activity 1 Sample CV

## **Jane Brown**

25 High Street, Thistown TA8 3AX

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Email: janebrown@email.com

### **Personal profile**

I am a friendly, hardworking and creative school leaver with a strong interest in fashion. I have excellent communications skills, love working with people and enjoy being part of a team.

### **Skills and achievements**

#### *Communication and customer service*

- Listening to customers and responding in an effective manner. Providing customer service at cash points. Skills developed in my part time job at a local supermarket.
- Making people feel welcome and providing clear information and instructions to others. I volunteered to show visitors around our new school when it opened.

#### *Problem solving*

- Gathering information, seeking advice from supervisors and resolving customer complaints.

#### *Administration and IT*

- I have excellent Microsoft Office skills in Word, Excel, Outlook and PowerPoint, and am confident in using other computer systems and software packages.
- I phoned local businesses to ask them to contribute items for a charity raffle, collated a spreadsheet of the donations and sent out thank you letters after the event.

#### *Team working*

- I led a team in school responsible for organising the fundraising activities for our annual charity event, allocating team roles and monitoring our progress.
- I took part in a school project to plan and create a sensory garden for a local primary school.

#### *Creative thinking*

- I enjoy making my own clothes and have helped make costumes for school shows.
- I enjoy art and design projects that involve using computer software to create graphic designs. I won a schools competition to design a poster promoting healthy eating.

## Education and qualifications

2020 - 2024     New Fields High School

- National 5: English (B), Administration & IT (C), Art and Design (B)
- National 4: Mathematics (Pass), Biology (Pass), French (Pass)

## Work experience

*Part time Customer Service Assistant - Quickbuy, Anytown – 22 September 2024 to present.*

My duties include: serving at the cash registers, assisting customers at the customer service helpdesk, stocking shelves, helping customers find products and cashing up at close of business.

*Hairdressing Work Experience Placement - A Cut Above, Anytown – September/October 2023.*

I was on placement for one day a week over six weeks. My experience included: general salon upkeep, answering the phone and making appointments, dealing with clients and supporting the stylists.

## Interests

I am passionate about fashion and enjoy making my own clothes. I love finding unusual vintage items in charity shops and vintage fairs. I love 50s hairstyles and practise on my friends. I buy fashion magazines and like creating mood boards. I love using Pinterest as it's a great place to get new ideas. I enjoy most creative or craft activities, from knitting to photography.

## References

Mr A Teacher  
Principal Teacher of Pastoral Care  
New Fields High School  
Anytown AT8 2JM  
Tel: 01234 345678

Mrs Steele, Salon Manager  
A Cut Above  
1 High Street  
Anytown AS3 7LP  
Tel: 01234 987654  
Email: acutabove@aol.com

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