School leaver CV template

Your full name

Home address including post code
Home telephone number
Mobile number
Email address

SKILLS AND ATTRIBUTES

- [Skill/Attribute 1] i.e. IT Skills (Email, Internet, Microsoft Word, Excel)
- [Skill/Attribute 2]i.e. Languages (French)
- [Skill/Attribute 3]
- [Skill/Attribute 4]

EDUCATION

[Full Name & Address of School Attended],[Date Attended]

[Subject & Level]	[Grade]	[Subject & Level]	[Grade]
[Subject & Level]	[Grade]	[Subject & Level]	[Grade]
[Subject & Level]	[Grade]	[Subject & Level]	[Grade]
[Subject & Level]	[Grade]	[Subject & Level]	[Grade]

WORK EXPERIENCE

[Name of Company] [Start & End Date]
[Position]
[Duties] i.e. serving customers, operating the till, serving customers

[Name of Company] [Start &End Date]
[Position]
[Duties]

INTERESTS

In my spare time I enjoy playing football, going to the gym and walking. My other interests lie in the cinema and cooking for the family.

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REFEREES

Provide details of two referees' here. One should be academic and the other work related. If you do not have a work related referee then include the details of someone who can provide a character reference.

[Full Name]
[Position]
[Name of School]
[Full Address]
[Post Code]
[Telephone Number]

[Full Name]
[Position]
[Name of Company]
[Full Address]
[Post Code]
[Telephone Number]

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