

# AccXel Example CV

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John Smith  
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## Personal Statement

I am a motivated and hardworking individual, with a keen interest in construction and hands-on learning. I am looking to start a career through an apprenticeship, where I can gain practical experience, whilst working towards industry-recognised qualifications.

## Education

Woodside School (September 2015 - June 2020)

English: Grade 4

Maths: Grade 4

French: Grade 4

History: Grade 4

## Work Experience

Waiter – The Red Lion (June 2019 – April 2021)

My job at the Red Lion included taking food to customers, taking drinks orders and relaying tables. I enjoyed meeting a variety of new people, as well building a strong relationship with regular customers. I now have excellent customer service skills and strong communicational skills.

Retail assistant - The Wardrobe (June 2019)

Whilst completing my Bronze Duke of Edinburgh's Award I gained work experience when volunteering at The Wardrobe. My duties included re-organising stock, pricing clothes and maintaining a clean and tidy shop. This helped to develop my organisational skills, as well as my time-management abilities.

## Skills and achievements

- Sports Leadership Level 1
- Duke of Edinburgh's Bronze Award

## **Interests and Extracurricular activities**

I am a member of woodside football team, whereby I attend weekly training session and consistently play in team matches. This has developed my team-work skills and ability to handle new situations.

I have a strong interest in cooking, regularly coming up with new and exciting recipes, which has helped to develop my creativity skills.

During my time at school I was part of the school newspaper, regularly helping to draft new issues and ensure the paper was published on time.

## **References**

Bob Jones, Manager at The Red Lion

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07865 12345

Paul Scott, Football coach

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07808 765433

