**Name**

Address

Postcode

Mobile number

Email

***These are just examples to help you use non-conventional experience on your CV.***

Objective statement

I am 18-year-old student looking for part time work at the weekends. I am a determined individual having recently completed my Bronze Duke of Edinburgh award which has taught me that achieving goals requires hard work and dedication.

Work experience

***ABC Accountants (Date)***

During the school holidays this year I worked for 2 days each week at my father’s business, an accountancy firm. Tasks included typing, filing and taking post to the post office.

***Young Entrepreneur Scheme (Date)***

I have taken part in my school’s Young Entrepreneur scheme for the last two years. Each year we have raised over £1,000 for local charities.

***St John’s Ambulance, (Date)***

I have been a St John’s Ambulance cadet since I was 13 and I regularly attend the local football team’s matches to provide first aid support alongside the St John’s Ambulance team.

***Browns Café, Nottingham Auctions (Date)***

For the past three years I have helped my mother to run the food and drinks cafe once a month at the local Auctions. This involves serving customers, taking payment and giving change.

**Education**

ABC Colchester Institute

2018 to Present …

ABC Academy, Nottingham

2015 – 2018

Skills

* I am able to deal with the public effectively thanks to my experience as a St John’s Ambulance. These experiences also show that I am reliable and trustworthy.
* I am a good communicator and a competent leader – I now teach first aid to other young people.
* I have a very good level of numeracy, achieving as for most of my maths assignments.
* I am IT literate with a typing speed and the ability to use most basic software packages to an intermediate level (Microsoft Word, Excel, PowerPoint)

Hobbies and interests

I love football and I play on the local five-a-side team every Thursday evening. I am also a brown belt in Aikido and attend classes on Monday evenings.

References

Here’s Mary Jones, Form Tutor.

ABC Academy, 123 The Street Nottingham
NG 000

Claire Riley

St John’s Ambulance supervisor, 123 The Street Nottingham NG 000