

Example CV (Chronological)



Thomas Smith

London

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Personal Statement

I am a confident & sociable individual with experienced of coaching, mentoring and supporting others accessing support services. This experience includes mentoring in a local school, supervisory work for a successful local business and participating in peer research and service evaluation.

Skills

- Team working
- Communication
- Health and safety

Employment History

North Primary School, London October 2018 – May 2020

Volunteer Mentor (part time)

I worked as a volunteer mentor at a local primary school, working alongside staff, helping & encouraging pupils with their reading. During my initial observations, I noticed that pupils who found it hard to concentrate might benefit from a more practical approach to reading. Therefore, I developed & piloted some creative ways to teach phonics which targeted pupils engaged with and enjoyed learning.

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Town Pharmacy, London, January 2018 – May 2019

Sales Assistant (part time)

As a sales assistant, I was responsible for customer service, keeping the till and service area organised, stock control and later I became responsible for creating the work rotas for all part time staff.

Under 11s Football Club September 2017 – August 2018

Volunteer Coach (7-11 year olds)

I volunteered every weekend at my local football team to help coach young kids (7-11 years) in ball & team skills. I was assigned to a group of up to 15 kids which I co-coached with the manager. I would also coach small groups of 2-3 kids, inventing a variety of ball games to help co-ordination, and teamwork exercises.

Education and Qualifications

Sept 2019 – June 2020 Functional Skills (Level 2)- Green Comprehensive, London, E2

Sept 2011 – July 2013 GCSEs: English Literature (B), ICT (C), Maths (B), French (C), Drama (B), Physics (C)- Tower Hamlets College, London E14

Additional Information

- DBS checked, January 2019
- Clean full driving license (From August 2015)
- First Aid Training – St John's Ambulance, February 2019