

School-Leaver CV Example

Alex Taylor, Oxford
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Personal Profile

A motivated and reliable school leaver with strong communication and teamwork skills. Experienced in customer-facing environments through part-time work and school activities. Keen to learn, hardworking, and confident using IT. Looking for an entry-level role where I can develop new skills and contribute positively to the team.

Key Skills

- Customer service
- Teamwork
- Communication
- IT proficiency (Microsoft Office, email, online systems)
- Organisation
- Problem solving
- Time management
- Willingness to learn

Work History

Sales Assistant (Part-Time), Tesco Express **18/06/26 – Present**

- Serving customers and handling payments
- Restocking shelves and maintaining store presentation
- Supporting customers with queries and product information

Work Experience Student, Oxfordshire County Council **07/2025 – 07/2025**

- Shadowed administrative staff and supported basic office tasks
- Helped organise documents and update spreadsheets
- Observed customer service interactions and team meetings

Education

Oxford Sixth Form College

- A-Level English (Predicted B)
- A-Level Business (Predicted B)
- A-Level Psychology (Predicted C)

Oxford High School

- 9 GCSEs including Maths (6), English Language (6), English Literature (5), Science (6-6)

Professional Development

- Online course: Introduction to Customer Service
- School workshop: CV Writing & Interview Skills
- Basic First Aid Training

Interests and achievements

Playing football for a local team, recently came second in the league. Volunteering at community events, which supports my passion for music