

## Experience

Local Newsagent, The Village

June 2012 to present

### Paper deliverer

- I am responsible for the delivery of around 70 newspapers every day
- I have to ensure that each customer receives the correct paper and it is delivered to their door on time

BSB Architecture and Design, The City    October 2014

### Work experience

- During a week's work experience I was given the opportunity to deal with incoming calls, take messages and transfer calls to the appropriate person or department
- I attended meetings where designs were discussed which gave me an interesting insight into the design process
- I took part in a site visit and saw how the design process became a reality and how each craft and profession worked together on site

## Interests

- I enjoy music and play bass in a band with my school friends
- I like to stay fit and enjoy riding my bike and spending time at the local skate park where I practise stunts

## Achievements

- I was awarded a Construction Conference Certificate after I took part in a one-day event at school that was run by CITB ConstructionSkills. This gave me great insight into the industry. I also had the opportunity to use my team building skills as I participated in a Construction Simulation activity.
- I was awarded the school prize for Construction Crafts and the judges commented that I have excellent practical skills, an ability to solve problems and patience.

## References

Brenda Jones

Anthony Goldthorpe

Owner, Local Newsagents

BSB Architects

Address

Address

Tel: 01001 001 000

Tel: 01001 001 001

Email: [Brenda.jones@fakeemail.com](mailto:Brenda.jones@fakeemail.com)

Email: [a.goldthorpe@fakeemail.com](mailto:a.goldthorpe@fakeemail.com)

# The CV

## Andrew Campbell

1 The Lane, The Village, Scotland

Tel No: 01001 001 000 Email: andrew.campbell@fakeemail.com

### Personal Statement

I am in my final year of school and I am keen to complete a construction apprenticeship in joinery. I am interested in joinery as I've always been good at making things. My favourite subject at school is design and manufacture where I made a table. I also won the school prize for this. I have a keen eye for detail and good maths skills for working out measurements.

### Skills

- I can read technical drawings and interpret information from 2D to 3D
- I'm good at working with my hands and making things
- I can work well in a team and on my own
- I have good communication skills developed from my work experience

### Education

The High School, The Village

August 2010 – present

#### National 5

- Design and Manufacture
- Maths
- Art and Design
- Spanish
- Computing Science

#### National 4

- English
- Geography
- Science