



## Alex Spencer

25 High Street  
St Helier  
JE2 1RT

Tel: 01534 123456  
Mobile: 07797 123456  
Email: [Alex.spencer94@jerseymail.co.uk](mailto:Alex.spencer94@jerseymail.co.uk)

**Residential Status: Entitled**

### Personal Profile

I am a self-motivated sixth form leaver who is looking for work-based training opportunities. Having successfully gained the Diploma in Financial Studies I would like to pursue a career within Financial Services. I feel that my analytical skills which I developed through my maths A-Level along with my keen interest in working with figures would lend themselves well to a career within accounting.

### Key Skills

**Communication skills** – delivered presentations to peers, debated issues and wrote reviews as part of my Business Studies AS.

**Teamwork** – experience of working as part of a team developed through Young Enterprise where we were allocated specific roles and duties, had weekly board meetings to ensure information was shared and all participated in the final presentation. My role as Finance Director required me to liaise with all members to ensure we stayed within budget.

**Customer Service** – working as a Café Assistant during the busy summer period has taught me to remain calm and courteous at all times and ensure the customers are satisfied with the service they have received.

**IT skills** – competent in the use of Microsoft Office packages including Word, Excel and PowerPoint. Have produced graphic representation from data as part of a Business Studies report using Excel.

### Education

**20XX – 20XX Rosehill Sixth Form College**

<b>A Levels</b>	Maths (A), Music (B)
<b>Diploma in Financial Studies</b>	Merit
<b>AS Level</b>	Business Studies (C)

**Commented [si1]:** Make sure you have a professional email address

**Commented [AT2]:** State your residential status category. For more information please see the gov.je website - 'registration cards'

**Commented [AT3]:** This is a short, high impact statement in which to sell yourself. It should highlight your relevant skills, qualities and experience specific to the area of work you are pursuing.

**Commented [AT4]:** Try to list 4-5 skills that match the job you are applying for with brief examples illustrating how you have developed these skills.

**Commented [AT5]:** Put most recent courses/training first and when listing grades put highest grades first

**20XX – 20XX**      **St Helier Secondary School**

**GCSEs**

English	7
French	A
Maths	6
Media	B
Double Science	C
Geography	C

**Additional Qualifications**

**2016**                      **St John Ambulance**              **Basic First Aid course**

**Achievements**

- Duke of Edinburgh - Bronze Award
- Participated in the Young Enterprise Scheme and took on the role of Finance Director for our company. We were the 2016 scheme winners.
- Completed a half marathon in aid of a local charity in 2015

**Commented [AT6]:** Highlight any achievements which demonstrate relevant skills.

**Work Experience**

**August 2016**                      **Institute of Directors Work Shadowing Scheme**

Shadowing Director of Education for one week.  
Attended Senior Management Team meetings and was able to express my views clearly and confidently when asked them.

**Commented [AT7]:** This should feature both paid and unpaid work, including Trident, work experience, voluntary work and holiday/weekend work. Always start with your most recent job first and include company, dates, job title and work responsibilities.

**July 2015 – Present**              **Light Bites Café Assistant (Part-time)**

- Serving customers and taking food orders
- Processing payments using the till
- Clearing tables and cleaning café equipment
- Re-stocking the drinks fridge

**May 2014**                      **Trident - Teaching Assistant at St Helen's School**

- Helping children who need extra support to complete tasks
- Helping to prepare the classroom for activities and tidying away afterwards

**Interests**

Passionate about music and the lead guitarist in a band, The Temples. We organise and play live gigs across a number of venues in the island. I also like to keep a high level of fitness attending the gym twice a week.

**Commented [AT8]:** Include only current hobbies and explain skills developed if relevant to role

**References**

Available upon request.

**Commented [AT9]:** It is enough to put "available on request" as it not only saves you space but you keep control of when your references are contacted and by whom. It is a good idea to ask two people to be your references beforehand so you have them ready when requested.