Worked example - a fictional person. Replace every detail with your own.

Jordan Ellis

Retail Supervisor

Phone	07700 900456	**Email**	jordan.ellis@example.com
Location	Anytown, Exampleshire	**LinkedIn / portfolio**	linkedin.com/in/example

Personal profile

Friendly, organised retail supervisor with five years' experience in busy high-street stores.

I lead small teams, keep stock accurate and look after customers well.

I want an assistant manager role where I can grow my people-management skills.

Work experience

Dates	Job title and employer	What you did and achieved
03/2023 - present	Retail Supervisor Example Home Store, Anytown	Run a team of 6 on the shop floor. Plan weekly rotas. Cut stock-count errors by setting up a simple daily check. Train new starters.
06/2020 - 02/2023	Sales Assistant Sample Fashion Ltd, Anytown	Served customers, handled returns and set up window displays. Named team member of the month three times.
09/2018 - 05/2020	Weekend Team Member Corner Cafe, Anytown	Took orders, handled cash and kept the cafe clean and safe during busy weekend shifts.

Education and training

Dates	Course or qualification	Where
2024	Level 3 Team Leading course	Anytown College (evening course)
2016 - 2018	A levels: Business, English, Art	Example Sixth Form, Anytown
2023	Emergency First Aid at Work	Example Training Centre

Key skills	Team leadership, rotas, stock control, till and cash handling, customer service
Interests	Running club, volunteering at the local food bank, photography
References	Available on request

How to use this template

A CV is a short summary of your skills, experience and qualifications. Keep it to two pages at most and tailor it to each job.

1. **Start with your contact details.** Name, phone, email and town are enough. You do not need your date of birth, a photo or your full address.
2. **Write a short profile.** Two or three lines on who you are, what you are good at and the kind of role you want.
3. **List your work, newest first.** For each job, give the dates, title, employer and two or three things you achieved, with numbers where you can.
4. **Add education and training.** Include courses and certificates that matter for the job.
5. **Check it carefully.** Read it aloud, check spelling, and save it as a PDF before you send it.