

# Jessica Jones

123 The Street, The Drive, The Town NG1 234

jessicajones@hotmail.com

t: 07508040254

I am an A-Level student seeking to further my work experience in an office-based role. I have a friendly and approachable nature and a strong work ethic. I am a good communicator, and I have shown initiative in my previous roles.

## Employment History

### **Content Coordinator**

Acme Company, Nottingham

*Feb 2016 – date*

My role includes:

- Researching and creating student-targeted content for [www.acmewebsite.com](http://www.acmewebsite.com), one of the Company's blogs.
- Managing a team of freelance content writers, providing titles, chasing work, checking work and uploading to our websites.
- Checking website statistics and reporting on traffic and rankings..

### **Assistant and Content Writer**

Acme Business, Nottingham

*Jan 2012 – Jan 2016*

I provided ad-hoc cover to the Business Development Team researching and creating student-targeted content for [www.acmewebsite.com](http://www.acmewebsite.com), one of their blogs.

### **Volunteer**

XYZ Charity, Nottingham

*Dec 2012 - date*

My responsibilities include contacting organisations who may be interesting in fund raising or donating to XYZ Charity, assisting with group sessions and transferring data onto lists and organising guest lists for charity events.



## Qualifications

### A Levels

NCN, Nottingham

2011 - *date*

English, History, Business and Psychology (final exams: 2013)

### GCSEs

Hollygirt School, Nottingham

2010

- English Literature – A\*
- English Language, French, Biology – A
- Maths, Physics, Chemistry, Drama, History – B

### Skills

- Content writing
- Use of MS Word, PowerPoint, Excel and Photoshop to a good standard
- Typing speed app. 65/70wpm

### Interests and hobbies

- Walking, hiking, climbing, cycling

### References and availability

Available on request.

**Copyright information - please read**

© This [creative free CV template](#) is the copyright of [Howtowriteacv.guru](#). You may download and modify this template for your own personal use. You should remove this copyright notice before sending your CV to prospective employers.

You may not distribute or resell this template, or its derivatives, and you may not make it available on other websites without our express permission in writing. You may only share this template using a link to the web page it was downloaded from. If you have any questions about using this template, please email [team@howtowriteacv.guru](mailto:team@howtowriteacv.guru)