

# Jessica Jones

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## Title/Summary

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 idea for an article '16 student hacks for cheaper food' resulted in an additional 20,160 hits to the Company's flagship site during March.*

My role includes:

- Researching and creating student-targeted content for 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

Angel is an entrepreneurial company that provides a range of services, from web design and marketing to software development. I provide ad-hoc cover to the Business Development Team. My role includes:

- Researching and creating student-targeted content for www.acmewebsite.com, one of their blogs.
- Being the user representative on two of their software projects that are being developed in an agile environment. This means testing small bits of the software when they are released against test plans, to make sure they work as they should and are user friendly.
- Checking basic website statistics and reporting on traffic and rankings.
- Providing general admin assistance when required.

### Freelance Content Writer

Another Company Ltd, Nottingham

Dec 2012 – date

- Researching and creating targeted content for the Company's flagship sites.
- Proofreading website content created by other writers.

## **Volunteer**

XYZ Charity, Nottingham

Dec 2012 - date

**X**YZ Charity is a specialist pre-school dedicated to helping parents of pre-school children with motor learning difficulties such as cerebral palsy and associated sensory impairments, or children with Down's Syndrome who may have communication problems.

My responsibilities included:

- Contacting schools and other organisations who may be interesting in fund raising or donating to XYZ Charity.
- Assisting with the morning and afternoon group sessions e.g. joining in and encouraging the children, cleaning up after the session, preparing lunchtime meals for the children and parents and occasionally leading the group.
- 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

## **Languages**

- French and German (GCSE level)

### **Interests and hobbies**

- Walking, hiking, climbing, cycling

### **References and availability**

Available on request.

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