
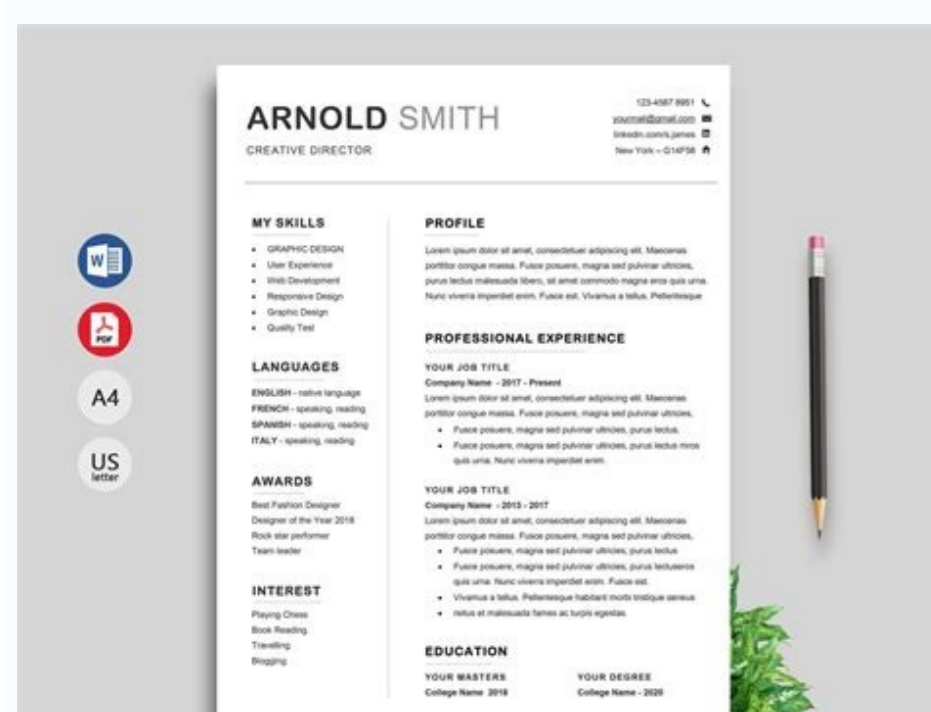


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## Student Support Officer CV Template

**Kimberley Nolan**

25 Woodland Ave  
Northamptonshire  
NV51 9JT

Mobile: 079 4562 8932

E-mail: [kimberley.n@live.co.uk](mailto:kimberley.n@live.co.uk)

### Personal Profile Statement / Career Objective

I am a dedicated, hardworking and approachable Student Support Officer with a great passion for helping young people to succeed. I am a highly enthusiastic and focused individual with a great work ethic and strong communication skills. I have the right attitude, relevant academic background and work experience to be great at my job. I enjoy working in a fast-paced work environment and I am able to work under pressure and deal professionally with difficult situations.

### Achievements

- 1st Class Degree in BSc Education from the University of Southampton
- The Higher Education Achievement Report (HEAR)
- St. John's Ambulance First Aid Support

### Education

**2013 – 2016**                      **BSc Education (Hons)**                      **University of Southampton**  
Grade achieved:                      1st Class

Relevant modules:

- Contemporary Education Issues, Problems and Policies
- Student Support, Information, Advice and Guidance
- Current Issues in Teaching and Learning in Schools
- Supporting Educational Institutions
- Inequalities in Education: Class, Race and Gender
- Supporting pupils with literacy difficulties and dyslexia

**2011 – 2013**                      **A Levels**                      **Kingsheath College**  
Results:                      Sociology: A    English Literature: B    Health and Social Care: B

**2004 – 2011**                      **GCSEs**                      **Anderson School**  
Results:                      10 GCSEs at Grades A-C, including Maths (A) and English (B)

### Employment and Work Experience

**Jun 2016 – Present**                      **Student Support Officer**                      **Aston College**

Main duties performed:

- Being the first point of contact for parents, staff and students

## Professional Profile

2 'Motivated young professional with an exemplary academic record and passion to progress within the financial industry'

Having achieved excellent grades at GCSE level maths, English and science, along with an active involvement in a number of clubs and societies, I am keen to pursue a career in the finance industry. I have a proven aptitude for mathematics which and have made a number of notable achievements in both my studies and extra-curricular activities which would make me an excellent asset to any finance team or department. My part-time roles and volunteer work have also provided me with a range of workplace skills such as relationship building, communication and team work.

## Core skills & achievements

- 8 A-C GCSE grades
- Mathematical aptitude
- Customer facing experience
- Team work
- Charity events volunteer
- Maths club lead tutor
- Best science student award 2015
- Communication

## Education

### GCSES – Secondary School – 2015

- Maths, science, English **A**
- Geography, Media, French **B**
- Geography, Business studies **C**

### Clubs and memberships

- Lead tutor of afterschool maths club
- Captain of boys hockey team
- After-school charity volunteer

## Work experience

Sep 2014 - Present Joe's cafe  
Part time dish washer

4 *Outline*  
Working in a busy café supporting the kitchen and front of house staff to ensure customers a clean and healthy environment

### Responsibilities

- Interacting with kitchen and waiting staff to collect used dishes and cutlery without interrupting customer service
- Loading and unloading dishwasher efficiently to ensure kitchen staff are sufficiently supplied with dishes and cutlery
- Supporting events and busy periods by providing ad hoc support to colleagues when needed
- Checking cutlery, kitchen and tables in line with hygiene standards to ensure they are met
- Supporting kitchen preparations during opening and close down of café

## References available on request

1 Give yourself a catchy title that relates to the jobs you are applying for

2 Get recruiters' attention with a punchy profile that summarises your education, skills, and passion for the industry you want to enter

3 Highlight your most impressive exam results and mention any clubs or sports teams you have been a member of

4 Work experience doesn't have to be full time paid roles, you can also write about **voluntary work, school work placements or part time roles**

October 30, 2013

Lucille Craft  
Account Director  
Joyhut Advertising  
1 Madison Avenue  
New York, NY 10005

Dear Lucille:

I would like to express my interest in Joyhut Advertising and the available Account Executive position described on your agency's Web site.

After four years at Stanford University, where I majored in English and wrote for the school paper, I leapt into the competitive world of advertising at Olf and Oleman Worldwide in San Francisco. For the past year I have served a valuable apprenticeship in the advertising industry, working as an assistant account executive on the Harbinger Sporting Goods account.

During my time on the Harbinger account, the company's advertising spending has increased by \$2 million, and I have progressed from having very little client contact to interfacing with the client-side on a regular basis.

Since my introduction to the world of advertising, it has been my goal to work on Madison Avenue. I would very much like to discuss the open position. Thank you for your time spent reading this letter and the enclosed resume. I look forward to hearing from you soon.

Sincerely,

Bret Orfman  
456 Sixth Avenue  
New York, NY 10011  
Tel: 123-456-7890  
E-mail: Bret.Orfman@email.com

/enclosure

