SAMPLE — FILLED-IN EXAMPLE. "Adaeze Example" is a fictional student invented by SchoolCrib to show how the template is used. She is not a real person: her university, placement, grades, email and phone number are illustrations only. Replace every detail with your own true information.

SchoolCrib

Free Student CV Template — Filled-In Example
One page · ATS-safe single column

Adaeze Example [SAMPLE]

Lagos, Nigeria · +234 800 000 0000 · adaeze.example@example.com

PROFILE

Third-year Computer Science student with a SIWES placement in a university records office, where I rebuilt the filing system for 200+ student records and built the spreadsheet the office still uses for placement tracking. Seeking a data and admin internship where accurate records, Excel skills and deadline discipline matter.

EDUCATION

BSc Computer Science (in progress) 2023 – 2027 (expected)
[Sample University], Lagos — SAMPLE institution for illustration

- Current GPA 4.21 / 5.00 (illustration only)
- Relevant modules: Database Systems, Data Structures, Computer Networks, Statistics for Computing, Software Engineering
- Academic highlight: group project on campus water quality data — see Projects

EXPERIENCE

SIWES Placement — Records Office Assistant Jun 2026 – Sep 2026
[Sample University] Records Office, Lagos — SAMPLE placement for illustration

- Reorganised the filing for 200+ student records; afterwards, any student's file could be found in under a minute
- Built the office's placement-tracking sheet in Excel, removing duplicate entries and producing a clean list of 180 students
- Entered and checked placement letters daily, flagging errors before they were posted out

Sales Assistant (holiday work) Dec 2025 – Jan 2026
Family provisions shop, Lagos

- Served 30–40 customers a day during the December rush and reconciled the day's sales against stock each evening

PROJECTS

Campus Water Quality Data Project — course group project 2026

- Led a 4-person team testing water samples from 5 campus outlets; recorded results in Excel and presented findings to 60 students

Study Group Revision Timetable — personal project 2025

- Built a shared revision timetable with spaced review slots (+1 / +3 / +7 days) now used by my 8-person study group each semester

VOLUNTEERING & LEADERSHIP

Class Representative, 300-Level Computer Science 2025 – Present

- Coordinate announcements and timetable changes for a class of 120 students; organised two lecturer–student feedback sessions

Volunteer, Community Clean-Up 2025

- Coordinated 12 volunteers on a clean-up that cleared 3 blocked drainage channels before the rains

SKILLS

Technical: Microsoft Excel (pivot tables, lookups, data cleaning), Google Workspace (Docs, Sheets, Forms), Python (basics), Canva

Workplace: Record-keeping, data entry and checking, customer service, team coordination

CERTIFICATIONS & LANGUAGES

- Google Data Analytics — introductory course completed online, 2026 (illustration only)
- English (fluent), Igbo (fluent)

REFERENCES

Available on request.