

Your Name
Your Address
Your Town
Your County
Your Postcode

Tel: 01234 556677

Mobile: 01867 1234567

Email: loz@compo.co.uk

PERSONAL PROFILE

An honest, reliable person, with a good record for timekeeping and attendance. Able to work effectively in a team or get on with a job alone without supervision. Capable of handling cash accurately and dealing with the public politely. Keen and willing to learn. Computer literate.

EDUCATION

BTEC Level 3 Extended Diploma in Business Studies (Merit)	Cleckhuddersfax College	201?
GCSE Maths (B), ICT (B), English (C), Science (C), History (D)	Aces High School, Cooltown, W. Yorks.	201?

WORK EXPERIENCE

- Worked part-time in local shop for three months; served customers, handled cash, stocked shelves, kept shop tidy. Put together orders for delivery.

SKILLS AND QUALITIES

- Organised a trip to Spain for myself and two friends. Used telephone and completed forms neatly and accurately. Arranged transport, worked out connections, collected and paid in money on time.
- Represented school at basketball for two years, one year as captain.
- Used MS Word and Excel to produce newsletter and school projects.

INTERESTS AND ACHIEVEMENTS

Learning to drive. Completed half-marathon. Member of Youth Theatre.

REFERENCES

Name	Company address	Phone number	Email
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