YOUR NAME
Your Address
Your Town
Your County
Your Postcode
Mobile: 01867 1234567 Email: loz@compo.co.uk

PERSONAL AND SKILLS PROFILE

A reliable, hardworking person, capable of dealing politely with staff and customers in all situations to achieve excellent results. Able to communicate effectively in person and by phone at all levels. Completed CLAIT course (Word-processing, spreadsheets, databases).

EMPLOYMENT HISTORY

B.S.Lowry, Middlesbrough 2008 - to date
Sales Supervisor

- Organised and ran training programmes to NVQ Level 1 for five members of staff.
- Increased sales of current and new products by 14% over a 10 month period. Reliable and responsible, with excellent training and business skills.

Collette Modes, Ormesby 2005 - 2008
Sales Assistant

- Won new orders with chain stores by telephone canvassing.
- Ordered maintained and controlled over 300 items of stock, using computer.

EDUCATION AND TRAINING

CLAIT	Cleckhuddersfax College	201? - to date
BTEC Level 2 Business Studies	Cleckhuddersfax College	200? - 201?

OTHER INFORMATION

Three years experience as volunteer worker in charity shop (stock control, customer service, cleaning). Various other part-time cleaning, factory and packing jobs. Interests include DIY, wind-surfing, playing tennis, dining out.

REFERENCES

B S Lowry	Middle Way Estate Durham Road Middlesbrough M2 2AX	0199 876543 hr@bslowry.com