

Name

Address

T: 0113 000 0000 E: name@mail.com

Personal statement

A well-mannered and conscientious individual. Organised, driven and enjoys being challenged. Has undertaken previous part time work whilst in full time education. Seeking part time work to improve key skills and knowledge within the retail industry.

Key Skills

- Excellent communication - *My work as Christmas retail staff required me to work in a fast-paced retail environment where communication with customers was vital.*
- Working as part of a team – *I play for my school's netball team. Working effectively as part of the team is essential (communicating, motivating and encouraging).*
- Problem solving – *As part of my Duke of Edinburgh Award, I used problem-solving skills to navigate my team during an orienteering activity.*

Education

College/School Name

(September 2015 – Present)

GCSE:

English	5
Mathematics	4
History	6
Biology	4

Work and Volunteering Experience

Seasonal Sales Assistant, Marks and Spencer, Liverpool

(Nov-Dec 2019)

Responsibilities:

- Working at till, handling payments.
- Maintaining stock.
- Tidying shop floor.
- Answering/assisting customer queries.
- Placing online orders.

Retail Volunteer, Barbardo's, Liverpool

(June 2019 – 1-week work experience placement)

Responsibilities:

- Sorting and steaming stock.
- Replenishing stock on shop floor.
- Helping with stocktake.

Achievements

- Duke of Edinburgh Bronze Award (July 2019).
- Currently working towards Duke of Edinburgh Silver Award.

Hobbies & Interests

I enjoy being in my school netball team, training and playing games once a week. I am really interested in fashion and I enjoy reading fashion blogs in my free time.

References

References are available upon request.

[Alternatively, you can include your references on your CV, e.g.]

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