

Sample CV

Chronological

Mary Smith
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Personal profile

I am a very positive, proactive and enthusiastic person who works well both on my own and as part of a team. I am confident and motivated to aim high, I have a strong desire to develop a career in customer service.

Education and qualifications

2016-2021 Northvale Park Secondary
GCSEs: Maths, English, Science, Design & Technology, Geography
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Employment and work experience

2021-2022 Customer Assistant, Tesco Express
• Collected, replenished, organised and managed stock, and dealt with a range of customers
• Worked under pressure and learned to stay positive and adapt in a diverse environment
• Strengthened my communication, numeracy, listening and customer service skills
2019-2021 Mentor, Poplar Youth Club
• Led a group of young people aged 9-13, working to promote an interest in learning
• Helped them improve their self-confidence and academic achievement, and assessed their work to help them set targets

Other skills and achievements

• Leadership: a successful captain for the school football team, with a proven track record
• Employee of the month on three occasions during 2022
• Class President during 2020-2021
• Level 3 certificate in 'Introduction to Mentoring Skills' (2019)
• Team working: reliable, honest and capable, helping teams complete learning tasks and projects properly and on time
• Short story published in 'Write Now! Expressions of Youth' (YOUNG WRITERS 2018)

Interests

• I enjoy team and individual sports including football, cricket and badminton
• At present I play league football for Newark FC. This involves me training once a week (Thursday)
• Keen on technology, in my spare time I like to research this industry to keep myself up to date

References

Available on request.