

Sample CV

Functional/skills-based

Alex Brown
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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 responsible, thorough, respectful, confident and motivated to do my best. I have a strong desire to develop a career in customer service.

Skills and personal qualities

Served and helped customers of diverse ages and backgrounds.

Level 3 certificate in 'Introduction to Mentoring Skills' (2019).

Worked with young people aged 9-13 to promote an interest in learning and helped them improve their self-confidence and academic achievement.

Short story published in 'Write Now! Expressions of Youth' (YOUNG WRITERS 2018).

Numeracy

Handled cash and credit transactions.

Helped young people with numeracy tasks.

Proactivity

Employee of the month on three occasions in 2022.

Received certificate for work experience (Trident), in recognition of my high standard of work (2018)

Organisation

Collected, replenished, organised and managed stock.

Stayed positive while working under pressure in a busy retail environment.

Helped teams complete learning tasks and projects properly and on time at school and college.

Leadership

Successful captain for the school football team.

Class President at school (2019-2020).

Education and qualifications

2016-2021

Langdon Park Secondary

GCSEs:

Maths 4

English 5

Science 4

Design & Technology 5

Geography 3

Employment and work experience

2021-2022

Customer Assistant, Tesco Express

2019-2021

Mentor, Poplar Youth Club

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 proactively research this industry to keep myself up to date

Referees

Available on request.