



Name

Address

01234 000000 • 0113 000 0000 • name@mail.com

## Personal statement

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A conscientious and professional

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## Key Skills / Work Based Qualifications

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- Fully qualified first-aider
- Proficiency in all areas of.....
- Excellent communication skills, both written and verbal
- Accredited member of.....

## Employment History

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### Job Title, Company Name, Location

*(April 2014 – Present)*

Achievements and responsibilities: (Examples)

- Implemented a change of .....
- Reorganised the.....
- Devised and implemented a new .....
- Helped provide a safer .....
- Created.....

## Job Title, Company Name, Location

*(June 2010 – April 2011)*

Achievements and responsibilities: (Examples)

- Presenting a professional and friendly.....
- Managing.....
- Organising.....
- Efficient in.....
- Also assumed the role of fire/health and safety officer .....

## Job Title, Company Name, Location

*(October 2007 – May 2010)*

Achievements and responsibilities: (Examples)

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- Maintaining and organising.....
- Answering.....
- Printing.....
- Running.....

## Education

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### College/School Name

*(September 2004 – June 2006)*

A-levels:

- General Studies – B
- English – C
- Mathematics – C

### School Name

*(September 1998 – June 2004)*

10 GCSEs, grade A-C, including Maths and English

## Hobbies & Interests

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I am involved in a local

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**References / References are available upon request.**

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