**Name**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Address: 123 Cromwell Road, Alton, Hampshire**

**Tel: 01420 123456 Mobile: 07770000000 Email: js@hotmail.com**

**Personal Profile**

A…..(1st quality i.e. enthusiastic/ motivated/ flexible),…( 2nd quality)…(describe your current situation, i.e. final year college student) with strong or excellent….(name a relevant skill) skills, seeking…...(state type of work/ role you are looking for/ applying for or eventual career aim).

**Key Skills**

* A warm, caring, and patient nature.
* Strong communication skills developed through part time customer service role.
* A willingness to develop my skills further.
* Excellent teamwork skills, willing to follow instructions.
* An ability to work with children’s families in a sensitive and positive way.

**Education History**

2013-2015 Alton College, Alton, Hampshire.

2008-2013 Amery Hill School, Alton, Hampshire.

**Qualifications**

* BTEC level 3 Extended Diploma in Children’s Care, Learning & Development (D\*DD).
* GCSE’s: English Language (C), English Literature (C), Maths (C), Food Technology (C).
* BTEC level 2: Applied Science (Merit), Health & Social Care (Merit), ICT (Merit).

**Employment History**

**2013-Current General Assistant, Clarkes Shoes, Alton, Hampshire.**

**Duties include:**

* Customer service.
* Measuring and fitting children’s shoes.
* Cash handling and operating tills.
* Unpacking and keeping the shop floor tidy and presentable.
* Working effectively within a team of 7 employees.

**Volunteering**

**2014 (1 week) Nursery Assistant, Enchanted Nursery, Alton, Hampshire.**

**2014 (1 week) Nursery Assistant, St Lawrence Play Group, Alton, Hampshire.**

**Duties included:**

* **Setting up play activities.**
* **Helping organise snack time.**
* **Assisting with play activities to help develop the children’s physical, social and language aspects of learning.**

**Interests and Achievements**

Include 2/3 sentence describing:

* Any positions of responsibility you have taken on in the past i.e.) school prefect/ college mentor/ club or society lead/ sports captain.
* Any hobbies/ interests relevant to the role you are applying for.
* Any achievements i.e.) Duke of Edinburgh Award, Driving license etc.

**References**

Available on request.