**(School Leaver CV)**

**John Smith**

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**Personal Statement / Profile**

I’m a hard-working, reliable individual who is meticulous in my attention to detail. Having attained 3 A Levels, I am looking to excel in a Sales position within a great company.

**Work Experience/Employment**

Most recent company – 2013-Present

Position held: Shop Assistant

* Took phone orders
* Handled cash and purchases
* Up sold goods
* Merchandised stock
* Provided great customer service

**Education**

School Name – 2007-2014

A Levels – English (A), Psychology (A), Maths (B)

GCSEs – Science (A), Maths (A), Geography (B), English (B), Home Economics (B)

**Areas of expertise/Professional Skills**

My key skills include:

* Selling, in person and on the phone
* Organisational skills
* A great command of the English language
* A competitive, motivated approach to projects
* Microsoft Office – Word, Excel, Powerpoint

**Personal Skills**

I am conscientious and always eager to go that extra mile, taking a meticulous approach to my school projects and my job. I have a budding interest in how the human mind works, and am looking forward to applying my knowledge to a Junior Sales role.

I am motivated to achieve, and apply myself fully to every endeavour. I have a polite phone manner and experience of up selling products.

**Interests and Achievements**

Outside of education and my part-time job, I play badminton competitively. I have recently achieved Grade 4 violin and frequently take part in local concerts.

**References**

References are available upon request.