

Jane Doe

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Personal Profile

I have good communication skills and get on well with a wide range of people. I also have strong IT skills and know how to use all of the Microsoft Office packages. I am hardworking and willing to learn.

Education

St Crispin's School, Wokingham

2008 – 2013

Completed 8 GCSEs, grades received:

Child Development	B	Science Double award	D
PE	C	History	D
Maths	C	ICT	D
Geography	D	English	D

Employment History

Zappas, Wokingham, Saturday Helper

September 2012 - present

Duties include: Helping the stylists with die, colouring and washing hair. Restocking shelves and checking products, sweeping up and keeping the salon tidy. Being polite and helpful to customers.

St John's School, Teaching Assistant

June 2011

This was a work experience placement for one week. Duties included generally helping out in the classroom – I was assigned to working with children with learning difficulties. Reading to the children and helping them with their Maths. Tidying up at the end of the day.

Paper Round, Martins Newsagents, Wokingham

April 2010 – September 2011

Duties included: Delivering papers on time around the local area on foot regardless of weather every week.

Hobbies and Interests

I enjoy writing music and have written three songs that have been played by a local band. I am very creative and like designing clothes. I enjoy dancing and attend ballroom, Latin American and disco dancing classes every week for which I have won a few awards.

John Treveani

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PERSONAL PROFILE

I am an enthusiastic and hard-working team player, seeking to gain experience in a business environment. I am able to work well using my own initiative. I have good interpersonal skills and enjoy working with the public. I have a working knowledge of a wide range of software packages, including Word, Excel, Powerpoint and Access.

EDUCATION

2010 - 2012 Bracknell & Wokingham College, Bracknell
Gained 3 'A' Levels: English (C), Maths (C), Physics (D)

2005 - 2010 Goldings School, Bracknell
Gained 8 GCSEs, including Maths (B), English (CC), Science (B) and Information Technology (C).

EMPLOYMENT HISTORY

Aug 2012 – present Administrator, Work4Dosh, Bracknell
Duties: invoicing clients and dealing with queries related to billing. Typing letters and carrying out other general office work.

Sept 2010 – February 2012 Team Member, Mcdonalds, Bracknell
Duties; working as part of a team. Serving food and drink and delivering excellent customer service. Cooking food and keeping the kitchen clean and tidy.

ADDITIONAL INFORMATION

During the summer of 2013 I undertook a 3 month placement with a national charity in Peru. This gave me experience of dealing with people at all levels through helping with projects such as building local schools. This also helped with my Spanish skills.

HOBBIES AND INTERESTS

I enjoy swimming, running and cycling. I ran the Reading marathon last year and am training for next years. I fundraise for my local branch of The Red Cross by helping out on stalls at local events as and when they need me.

