

Name in large bold letters

Amanda Apprentice

Address neatly spaced and easy to read font. Professional email address and contact number

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Personal Statement

I am a motivated, responsible and adaptable individual. I have skills and knowledge that are essential to a retail environment such as customer service, till operation and experience with the distribution and arrangement of stock. I am seeking an apprenticeship within the retail sector in which I can put my skills to use and also learn more.

Here you only need a few lines to quickly. This sentence should describe your key skills and reflect the apprenticeship you are applying for

EDUCATION

Sheffield College 2012 - 2014

A Levels

Business Studies - C

English - C

History – D

Show your latest qualifications with the highest grade achieved first.

Sheffield Secondary School 2007 – 2012

GCSEs

10 GCSE passes including grade A in English, Maths, Science and Business Studies.

WORK EXPERIENCE

Show your most recent job first. Don't forget to include and a short summary of your duties

January - December 2012 Store Assistant, Primark

Within this position I helped customers with enquires, offered help to other team members and worked in a busy environment

May – October 2009 Stylist Assistant, Hairdressers

A part time role at the weekend, I assisted stylists with their clients. My duties included customer service, updating appointments and general cleaning.

INTERESTS

Music – I have had singing lessons from the age of five and regularly compete in local singing competitions and productions


Literature – I find so much enjoyment in reading and is helpful for relaxing after a busy day at work. Some of my favourite authors are Jane Austen, Nicholas Sparks and John Green

People – Working in a retail environment means I interact with people on a daily basis. I have acquired the skills to deal with unhappy customers in the correct way and ensure that they leave the store wanting to return.

This shows you have interests outside of work and gives the employer an idea of the type of person you are

ADDITIONAL SKILLS

- Customer Service
- Communication
- Multitasking
- Intermediate French speaker

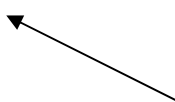


Skills gained at a work environment such as Customer Service should be included here, as well as personal skills such as additional languages and driving licence

REFERENCES

Mr S. Manager – Store Manager at Primark, Sheffield (01142 123098)

Mrs A. Teacher – Head of Year at Sheffield College (01142 567890)



If you have a reference from a previous job always list it first. You can also write 'References available on request' and if you are successful in your interview the employer will ask

This CV is presented in an easy to read format with a clear font and headings are clearly highlighted, which shows this person pays attention to detail. All grammar and spelling has been thoroughly checked through to show that the candidate has good English abilities.