

Full name

Full address and postcode

Other relevant personal information

☎: Tel/Mobile number

E-mail:

PERSONAL PROFILE

A reliable, conscientious and dedicated individual, who is seeking to further their career in the retail and customer service industry. Able to work on own initiative and equally well whilst working within a team. A quick learner, with a good sense of humour who is eager to learn new skills, works to a high degree of accuracy and takes pride in a job well done.

KEY SKILLS

- Responsible
- Punctual
- Dedicated
- Able to work under pressure
- Good communication skills
- Good organisational skills

EMPLOYMENT HISTORY

Company name, location

mm/yy-mm/yy

Job title

Brief description of duties Brief description of duties Brief description of duties

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EDUCATION & TRAINING

School/college

mm/yy-mm/yy

Level

Brief description of subjects and grades Brief description of subjects and grades
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School/college

mm/yy-mm/yy

Level

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School/college

mm/yy-mm/yy

Level

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COMPUTER SKILLS

- Word
- Powerpoint
- Excel

HOBBIES & INTERESTS

Brief description of hobbies and interests Brief description of hobbies and interests Brief
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REFERENCES AVAILABLE ON REQUEST