

# Sample CV

**John Smith** 100 Maple Tree Avenue  
Leafybridge  
Acounty  
A12 3BC

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Evening Tel: 0987 XXXXX  
Email: jsmith@provider.com

## Current Employment

**October 1999 - Present**

**P/T Shop Assistant, ShopItAll, The High Street, Leafybridge**

Customer facing roll which involved serving customers over the counter, helping them with their enquiries throughout the shop and handling money.

Developed strong customer service skills, learnt to operate and cash up itemised till and was given responsibility for training of Saturday staff.

## Previous Work Experience

**June 1999 - July 1999**

**Two-week Work Experience Placement, Happy Valley Retirement Home, Sleepy Grove, Leafybridge**

Placement following completion of GCSEs. Spent 2-weeks helping out in all areas of the home (included evening shifts).

Duties involved helping to prepare meals, assisting with organised activities, taking residents for walks around the ground.

I made so many friends amongst the residents of Happy Valley that I continue to visit on a weekly basis and have been offered further work if I require it.

## Education and Qualifications

**Sept 1994 - June 1999**

**Leafybridge High School, Tearaways Park, Leafybridge**

6 GCSEs at Grade C and above, including Maths (B) and English (A)

## Interests and Activities

Regular contributor to school magazine (poems and articles)

Captained the school tennis team

Completed 12 mile sponsored walk in aid of Guide Dogs for the Blind

**References available on request**