NAME

Address 01234 900621

0113 000 0000

name@email.com

Driving License • Own Car

# Personal Statement

A highly motivated and hardworking individual who has recently completed their A-levels, and received excellent grades in both Maths and Science.

## Education

College/School Name *(2010 – 2012)*

A-levels:

Physics – A Maths –B

Business Studies – B

School Name *(2004 - 2010)*

10 GCSEs, grade A-C, including Maths (A) and Double Science (AA)

## Work Experience

Seeking an Apprenticeship in the

engineering industry to build upon a

keen scientific interest and start a career as a maintenance engineer.

Mechanically minded, with a methodical approach to working, and an eagerness to learn and develop personal skills in a practical setting. Eventual career goal is to become a fully-qualified and experienced maintenance or electrical engineer, with the longer-term aspiration of moving into project management.

# Key Skills

Advanced problem solving and numeracy skills

Accomplished communication skills, both written and verbal, developed through numerous essays and presentations given during my time at college

Ability to take the initiative and work well under pressure, ensuring strict deadlines are met, as successfully demonstrated during work experience placement project

Flexibility, whilst maintaining enthusiasm and commitment to each project

Part-time Sales Assistant, Shop Name, Location *(April 2013 – Present)*

Consistently achieved sales targets

Worked closely with team membersw to achieve business goals and create a welcoming environment for customers

Demonstrated ability to upsell products, consistently meeting KPIs set for adding more value to sales Responsible for opening and closing the store

Pharmaceutical Company (unpaid work experience) *(Summer 2014)*

Shadowed a key member of laboratory staff, observing their day-to-day work

Spent a morning working within customer service centre, listening to client complaints and understanding company best practice when responding

Assisted in project on risk management and contingency planning in case of failure at distribution centre

Learned about company project management lifecycle methodology

Gained knowledge of key health and safety standards used within the industry

## Interests/ Hobbies

Proficiency in all areas of Microsoft

Office, including Access, Excel, Word

and PowerPoint

# References

Grade 3 piano

Bronze Duke of Edinburgh Award

Captain of the school Basketball team for 3 years Keeping up to date with current affairs

References are available on request