

Jane Louise Smith

Edgbarrow School (in this instance use the school address)
Grant Road
Crowthorne
Berkshire RG45 7HZ

Email: jane.smith@edgbarrowschool.co.uk (make sure you use your school email address)

PERSONAL STATEMENT

Example 1: I have a range of customer service experience dealing with adults and peers including stalls at school charity fairs and school open events. I am keen to add to my retail experience with a weekend job in a well-established local company.

Example 2: I am a keen sportswoman and member of school teams as well as the local netball club. I am planning a career in sports and leisure management and gaining employment with a local gym with a good reputation would enable me to start my careers journey.

KEY SKILLS

- Adaptable
- Problem Solver
- Open Minded
- IT Skills
- Self-disciplined
- Good Listener

INTERESTS AND ACHIEVEMENTS

British Heart Foundation Heart-start Certificate; volunteered at a local charity shop; Duke of Edinburgh Bronze Award

EDUCATION HISTORY

School Name	Town / City	Attended
Edgbarrow School	Crowthorne	September 2017 to Current

QUALIFICATIONS

Subject	Qualification	Grade
English Language	GCSE	7
Maths	GCSE	7
English Literature	GCSE	6
Science	GCSE	6
Sport	BTEC First	Pass

EMPLOYMENT HISTORY

Dates	Job Title
September 2018 to Current	Barista The Coffee Shop Preparing hot drinks and sandwiches; Serving customers; Cleaning tables and floors.

WORK EXPERIENCE

Company	Job Title
The Coffee Shop Crowthorne	Coffee Shop Assistant 1 Week – Summer 2018

REFERENCES - Available on request