

How to write a CV



Steven Jones

99 Long Road
Chesterfield
England
CH68 1PP

Tel: 0111 333 555
E: steven.jones@gaggle.co.uk

Name, email address, home address, DOB, contact number

An excellent communicator with experience in a customer service role. Proven to work well as part of a team as well as on individual assignments. Looking to expand on these skills via a customer facing role in the retail sector.

Short snapshot into your career aspirations, passions, hobbies etc.

Work experience

June 2011 – Present

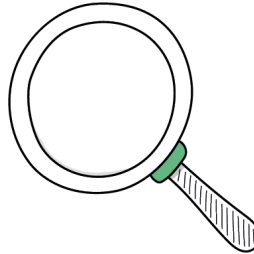
Paper delivery assistant: Smith Newsagents, Chesterfield

- Bi-weekly newspaper delivery round
- Liaised with senior staff to ensure route efficiency for deliveries
- Regular face to face contact with customers
- Completed daily log of enquiries so that order information could be updated
- Updated customer details database to improve information quality

Company name and short description of the company

Tips:

- Short, sharp, effective sentences
- No more than 2 pages in length



April 2012

Work experience placement: Topman, Chesterfield

- Two week work experience placement, involving customer contact and care of stock
- Greeted customers and assisted with face to face enquiries regarding sizing and availability of products
- Served customers, operating the till and handling money and card payments
- Worked with permanent members of staff on the monthly stock check, with sole responsibility for the accurate log of men's footwear.
- Assisted with the general upkeep and appearance of the store

Dot point explanation of daily responsibilities and an insight into your role

Education

September 2008 – Present

Chesterfield Comprehensive Secondary School & Sixth Form

A-Levels: *Grades pending, August 2014*

- Business Studies, English, Maths, General Studies

Education at the bottom of the page

GCSE's: August 2012

- English (B), English Language (C), Maths (C), Science - double award (BB), Information Technology (A), Business Studies (A), History (C), French (B), Music (C), Graphic Design (C)