

Personal Information

First Name: John

Middle Name:

Surname: Lewis

Age Range: 18 and under

Address

1 Queensgate Court
Jubilee Square
Peterborough
PE1 1EP

Preferred home or work telephone number: 07123 456789

Mobile No: 07123 456789

Email Address: JohnLewis123@hotmail.com

Education History

School/College: Disney High School

Town: Peterborough

From year: 2004

Year to: 2010

Subject/qualification

Subject	Qualification	Grade	Year
Maths	GCSEs (at A*-C)	B	2004
English Lit & Lang	GCSEs (at A*-C)	A A	2004
Science	GCSEs (at A*-C)	C	2004
Drama	GCSEs (at A*-C)	A	2004
German	GCSEs (at A*-C)	D	2004
Textiles	GCSEs (at A*-C)	B	2004
Music	GCSEs (at A*-C)	C	2004
RE	GCSEs (at A*-C)	C	2004

Other qualifications or training undertaken

First Aid Course - 2009

Microsoft Office Course - 2010

Work Experience/History

Employer	Type of Work	From Date	To Date	Part Completed Apprenticeship	Voluntary Work
Peterborough Boat Club	Waiter - working closely with the kitchen to ensure customers receive the correct order, offering excellent customer service ensure they return to dine again.	Aug 2009	Sep 2010	No	No
Tesco	Checkout assistant - serving customers, ensuring they receive excellent customer service and helping to pack customers bags.	May 2008	Jul 2009	No	No
Carewatch	Administrative Assistant & Part time carer recruiting new carers, wrote out Criminal Records Bureaus, sent out and chased out references, made new carer files, sent rejection and induction letters	Sep 2007	May 2008	No	No

About You

What are your strengths?

I am a confident and approachable individual who has the ability to work both with others as well as independently. I also enjoy using my own initiative. I am reliable and trustworthy and committed to achieving success. I am punctual and I like to organise myself so that I know what work needs to be carried out and delivered on time. I have great communication skills and can cope well under pressure in a busy environment

What personal skills would you like to improve?

I would like to improve my communication skills, as sometimes I don't always ask enough questions in order to improve my learning

OR

I would like to improve on my questioning skills and build my confidence.

Is there anything we can do to help you at an interview? No thanks.

What are your hobbies, interests or achievements? I enjoy performing and have been a member of a local amateur society for 4 years, where I have recently played the lead role in Blitz. Whilst at school I completed my bronze Duke of Edinburgh's Award, part of which included volunteering with St John's Ambulance. I enjoy reading, listening to music and attending live music events. I like to interact with others and be part of a team and also like playing football and going swimming.

Additional question

The Employer requires responses to the following question. Please answer as fully as you can

Are you willing to work flexible hours?

Yes, I am happy to work flexible hours. I have my own transport and therefore this would not be a problem.

What skills would you bring to this role?

I believe I would bring a number of different skills such as, excellent communication skills and the ability to work with others. I would also bring enthusiasm to the role as I would be committed to achieve work loads and produce a high level of good quality work.