

[Contact Centre]

## **A. Name**

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11 Random Avenue  
Anytown  
AT55 ZZZ

## **Personal Profile**

I am highly motivated person who has always been interested in retail and who has gained valuable experience in the workplace. I have good time management and communication skills and a positive can do attitude. I can work on my own or as part of a team. I am enthusiastic and I am keen to accept new responsibilities and challenges. I have a focused working approach and the ability to make sure that my service to all customers is carried out in an efficient, conscientious and friendly manner. I am able to adapt to work based technology as I possess excellent computer skills.

## **Strengths**

- Able to stay calm when things get hectic
- Polite and patient with customers
- Honest and dependable

## **Employment**

**Newsagents, Anytown**  
Work Experience

Mar 2017 – Aug 2017

I took part in a programme which enabled me to gain experience in the workplace. I participated on a placement to a newsagents where I served customers, restocked the shelves, priced the stock and made sure the displays were attractive to customers.

## **Education and Qualifications**

**Anytown Academy, Anytown**

2013 - 2017

I studied the following subjects at Standard Grade:  
English, Maths, Art, Biology and Administration.

## **Interests**

In my spare time I enjoy going out with friends, going to the cinema and listening to music.

## **References**

Available upon request.