

## Curriculum Vitae

Name: Melanie Sample  
Address: 5 Sample Street  
Samplewell  
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Telephone: 000 0000 0000

### Education

(Date)	Trinity School Sample Town LZX 1XX	GCSEs: English, maths, art, geography, domestic science
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### Employment

(Dates)	Popular Pizzas Sample Town LZX 2XX	Senior assistant In charge of seven staff, organising work rotas, ordering stock, cashing up, recruiting and training staff, dealing with sales representatives.
(Dates)	Popular Pizzas Sample Town LZX 2XX	Catering assistant Helping to prepare fast food, general kitchen work, waitressing and handling cash.
(Dates)	Newgate Inn Sample Town LZX 3XX	Kitchen supervisor In charge of a busy kitchen, planning menus, cooking, cleaning, controlling stock, bookkeeping, banking and supervising staff.
(Dates)	Newgate Inn Sample Town LZX 3XX	Kitchen assistant Helping out with serving, preparing food and running special events.

### Qualifications and training

GCSE maths and English, Certificate in food hygiene.

### Interests

Entertaining, playing pool and darts. I arrange darts and pool matches to raise funds for the Multiple Sclerosis Society.

### Other information

I am punctual, reliable and work well under pressure, either as part of a team or alone. I am straightforward and positive with a friendly manner and a good sense of humour. This has helped me supervise staff and deal with clients and the public.

I have been in positions of trust, handling money on behalf of others. My aim is to find employment in an environment with high standards and productivity.

### References

Dick Nye, Manager The Newgate Inn Sample Street Sample Town LZX 3XX Phone: 000 0000 0000	Desmond Cook, Area Manager Popular Pizzas Sample Street Sample Town LZX 2XX Phone: 000 0000 0000
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