Your Name  
[email@address.co.uk](mailto:email@address.co.uk)  
07712 345 678  
Example Street, Example Town, Example City, EX4 3PL

~~~~~~~~~~ PERSONAL STATEMENT ~~~~~~~~~~

I am an enthusiastic, flexible and friendly second-year University of Example Town student looking for part-time positions to fit around my studies. I have three years’ experience in customer service roles where I have excelled thanks to my teamwork skills and positive approach to helping customers solve their problems. I am available for up to 20 hours per week on top of my studies and have a flexible schedule.

CORE SKILLS

* Friendly and helpful
* Comfortable in customer-facing positions and on the phone
* Can cash up
* Comfortable managing others

~~~~~~~~~~ EMPLOYMENT HISTORY ~~~~~~~~~~

Sales Assistant

Normus Department Store | Homeville |[www.monster.co.uk](http://www.monster.co.uk/)

MM.YY > MM.YY

A large department store where I worked full time on the homewares floor prior to travelling during my gap year

* Ensuring goods were displayed correctly
* Serving customers and making personal buying recommendations

Achievements

* Helped successfully implement a new personal shopping service, increasing department sales by 7% in the run up to Christmas over the previous year
* Was commended by my manager for my friendly approach to customer service

Waitress

Yummi Wok | Homeville |[www.monster.co.uk](http://www.monster.co.uk/)

MM.YY > MM.YY

Saturday job while studying for my A-Levels as a waitress at a popular Chinese food chain

* Taking orders and dealing with customer issues
* Ensuring a high level of cleanliness and presentation

Achievements

* Was promoted to Saturday floor supervisor after one year
* Given chief responsibility for cashing up at the end of shifts

~~~~~~~~~~EDUCATION & QUALIFICATIONS~~~~~~~~~~

Sociology Degree

Example Town University (currently studying)

A Levels: Sociology (A), French (B), Geography (B)

Homeville Sixth Form College

GCSEs: 10, including Maths (C) and English (A)

~~~~~~~~~~PROFESSIONAL DEVELOPMENT~~~~~~~~~~

* National Food Hygiene Qualification (2016)

~~~~~~~~~~ADDITIONAL SKILLS AND PROFICIENCIES ~~~~~~~~~~

* Microsoft Office
* German (intermediate)

~~~~~~~~~~PERSONAL INTERESTS~~~~~~~~~~

* German film and culture
* Playing La Crosse
* Fashion

References available on request  
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