

Career History			
<i>Company</i>	<i>Position held</i>	<i>From</i>	<i>To</i>
Elton's Shoe Store	Manager	June 2004–	
Wyborne's Shoe Mart	Assistant Manager	Jan. 1999–May 2004	
Debenham's	Sales Assistant	Jan. 1996–Dec. 1998	
Harvey's	Sales Assistant	Sept. 1993–Dec. 1995	
Current duties:	Overseeing a staff of five. Dealing with the public. Ordering stock.		
Skills developed:	Developed communication skills. Learnt to deal diplomatically with customers and sales representatives. Developed tact and diplomacy when dealing with staff problems. Developed creativity by designing window displays.		
Achievements:	Won an award for the best designed Christmas window 2005. Introduced a training scheme for new young sales assistants. Increased the sales potential of the store by customer market research.		

Fig. 23. CV: career history.

- ◆ practical skills
- ◆ creative skills
- ◆ mathematical skills
- ◆ analytical skills
- ◆ organisational skills
- ◆ leadership skills.