

# Example CV

**Michael Davies**

14 Any Road  
Manchester, M72 1DE  
0161 230 00200  
07782 5678567  
[md75@email.co.uk](mailto:md75@email.co.uk)

**Profile**

A hard working and enthusiastic individual, working well in a team as well as independently. I enjoy working in a team and have gained skills managing tasks at hand in a work environment through experience during my educational studies. I am a proactive learner and willing to work hard in all activities. Currently I am in my first year of college, my aim is to gain a part time job in an environment where I can interact with others, learn and develop new skills.

**Key Skills**

- Effective communication with strong listening skills
- Enjoys working with others and has the capability of working alone on own initiative
- An eye for detail with a focus on accuracy
- A commitment to keep on top of changes in technology
- Able to multi-task to meet targets and deadlines, able to quickly adapt to the changing needs of the business
- Reliable with excellent time keeping.
- I have experience and have been trusted in cash handling
- Good IT skills with Microsoft.

**Education and Qualifications****September 2019-Current****St Vincent College, Gosport**

BTEC Level 3 Law – currently studying

WJEC Level 3 Criminology – currently studying

BTEC Level 3 in Health and Care - currently studying

**September 2018 -2019****St Vincent College, Gosport**

GCSE Maths – C

GCSE Crime &amp; Society – C

Level 2 Health &amp; Social Care – Distinction

**September 2013-2018**

**Brune Park Community College, Gosport**

GCSE English Literature – C

GCSE English Language – C

GCSE Science – C, C

BTEC Level 2 Health and Care - Distinction

### **Employment and Work Experience**

**March 2017**

***Work Experience - Retail Assistant***

**Primark, Portsmouth**

- Managing and maintaining one area of the shop floor ensuring that no items of clothing were on the floor or in the incorrect spaces.
- Helping out with stock count in the warehouse, counting and sorting out items of clothing making sure they were all labelled and counted correctly.
- Delivery handling, making sure all new stock was on the shop floor and checking throughout the day what the floor could be restock with so that it was not empty at any time.
- Knowledge of the stores product whereabouts to be able to assist any customer.
- Till trained

### **Additional Information**

- Confident with a range of IT packages including Word, Excel, Powerpoint
- Full, clean driving licence.
- First Aid Trained

### **Hobbies**

Gym, Fashion, Reading, Spending time with family and friends

### **References**

Jo Blog  
Progress Tutor  
St Vincent College  
Mill Lane, Gosport, PO12 4QA  
02392000000

Paul Smith  
Teacher  
Brune Park Community School  
Gosport  
02392000000

**For further information see Alistair or Libby in the Transition & Progression Office**