

**Address:** 4 Green Road, Newham E20 6BY

**Tel:** 0208 999 5555 **Mobile:** 08956 122333

### Academic Qualifications

GCSE's:

English Literature (C), English Language (B), Maths (C), Art (A\*), Biology (B), History (D) Physical Education (A)

**Skills and knowledge developed:** I am literate, numerate and sporty. I am able to take responsibility as I have been a prefect at school and learned how to lead people.

*Newham High School 09/08-06/13*

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### Work Experience

Staples Office Supplies, Stratford (07/12 - 2 weeks work experience)

Two weeks work experience at Staples, which I arranged myself to give me a better insight into working in a retail store. My responsibilities included:

- Serving customers on the till
- Maintaining a clean working environment
- Restocking shelves

**Skills developed:** business awareness, customer service, team- working, and self-management. Taking initiative I helped organise a new way of arranging the smaller stationary items so that people spotted them as they came to the till.

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### Personal Interests and Goals

I want to enjoy a successful career in retail. I would like to work my way up so that I can be a manager and progress as high as can. I know that some people who are now industry leaders started as apprentice.

- Sports: I have played football with my local team every week for the last five years. I am a good team player and I used to help organise the dressing rooms for home games.
- National Citizen Scheme: I took part in NCS Summer 2013 and worked on a social enterprise project. Next year I am going to be a team leader for NCS

**Skills developed:** sport skills, using initiative, team- working, and self-management

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### Additional Qualifications

- Level 3 Award in Employability and Enterprise  
**Skills developed:** communication skills, initiative and enterprise, team- working, and self-management, business and customer awareness,
  - FA First Aid for Sport Award, which allows me to administer immediate first aid care when I am football matches  
**Skills developed:** first aid skills, team- working, and self-management,
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### Personal Statement

I am very motivated and a hard worker. I have a passion for football and one day maybe would like to work in a club. Through following the Your Life is my Business programme during NCS I learned how to set up an enterprise and how to provide good customer service to make the project work well. I would now like to get a job in retail as I know that to do that I have to start with the basics and learn from experienced people.

### References

Mr S Smith  
Form Tutor at Newham High School  
Tel: 0208 999 1111

Mr Mick Amos  
Team Manager Newham Stars Football Team  
Tel: 0208 999 1234