

Address: 16 Bell Road, Liverpool L9 2BY

Tel: 01234 54456 Mobile: 05573625488

Academic Qualifications

Predicted A-Levels 2013:

Business Studies (B), Religious Studies (B), Art (A)

AS-Levels 2011: Business Studies (B), Religious Studies (C), Art (A)

Skills and knowledge developed: Initiative and Enterprise, Business and Customer awareness, Team working –Through our college Enterprise project I created a small social enterprise making and selling t-shirts to raise money for school events. I managed a small project team.

St. Patricks Community College 09/11- 06/13

GCSE's:

English Literature (C), English Language (B), Maths (C), Religious Studies (B), Art (A*), Textiles (B), History (D)

Skills and knowledge developed: I am literate, numerate and creative. I have applied this to my college social enterprise, making and selling t-shirts for a profit.

Queen Mary's High School 09/05-06/11

Work Experience

Waitress at Krishna Indian Restaurant, 2 Congreve Road, Liverpool (12/10 -04/13)

Part time waitressing work, including functions

Responsibilities:-Taking orders, bringing out food and drinks, advising on menu choices
- Cleaning down at the end of a shift for the changeover

Skills developed: business awareness, customer service, team- working, self-management.

Maisy's Hair Salon, 65 Bridge Water Street, Liverpool (07/10 2 weeks work experience)

Two weeks work experience at Maisy's Hair Salon, which I arranged myself to give me a better insight into a career as a hairdresser. My responsibilities included:

- Greeting customers and preparing teas and coffees for the waiting area
- Maintaining a clean working environment
- Assisting with washing and drying hair
- Observing cutting techniques and colour consultations

Skills developed: business awareness, customer service, team- working, and self-management

Personal Interests and Goals

I want to enjoy a successful career in fashion. I would like to study a Higher Apprenticeship in Fashion at university so that I can study the technical aspects and earn while I learn. Eventually I would like to start my own business.

- Hair/Fashion: I recorded my inspiration for hair styles in a scrap book portfolio and took that with me when I did my work experience so that I could observe the techniques used to create them
- Sports: I have played netball with my local team every week for the last two years. I am a good team player.
- Art: I attended life drawing classes at my local Arts Centre to add to my portfolio.

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

Additional Qualifications

- St. John's Ambulance First Aid Certificate, level 1
- Duke of Edinburgh Bronze Award, which included 3 months of weekly bake sales to raise money for the Liverpool Children's Hospice

Skills developed: first aid skills, initiative and enterprise, team- working, and self-management

Personal Statement

I am very motivated and a hard worker. I have worked part-time all during college and got on well with my colleagues who came from all over the world. I learned how to provide good customer service and to help the business do well. I have now chosen to take an apprenticeship so that I can learn more about the fashion industry. I would like to one day own my own business but I know that to do that I have to start with the basics and learn from experienced people.

References

Mrs Kate Jones
Form Tutor at St Patricks Community College
Tel: 0987654321

Mr Pratik Patel
Former manager at Krishna Indian Restaurant
Tel: 5678904321