***Your name***

***Address***

***Postcode***

***Telephone***

***Email***

***Personal profile:***

*Give some information about yourself using the Personal Quality Sheet as a prompt if you need to.*

*Examples: Personal Profile:*

*I am a hard-working, self-motivated individual with a real interest in the world of electrics. I’m also well organised and have good time management skills. This was recently demonstrated whilst working part time as an assistant plumber as I was still able to manage my studies effectively and efficiently.*

*I have excellent problem solving and multi-tasking skills, this was recently demonstrated during my work placement at St Anthony’s House when doing maintenance work. I am an extremely practical person and enjoy any type of building work and the outdoors.*

***Employment history:***

*Detail any employment history you may have with the most recent first. Include the skills you have developed during employment. Include work experience or voluntary work*

*2/18-9/18 - Waitress at Charlies Bistro. My duties included:*

* *Taking orders accurately*
* *Clearing tables promptly*
* *Adhering to all Health and Safety Legislation*
* *Providing excellent customer service*
* *Managing customer’s expectations*

*02/17-ongoing – I volunteer at my local running club events. My duties include:*

* *Serving refreshments.*
* *Managing the till*
* *Signposting customers*

*I will also be completing one weeks work experience at …………….. as part of my studies. I anticipate my duties will include ……………….*

***Education/Qualifications:***

*I am currently studying the following GCSE’s/BTEC’s:*

* *English*
* *Maths*
* *Science ………*

*My predicted grades are……… or Grades to be Determined.*

***Hobbies & Interests:***

*An example would be to include any sport that you participate in or clubs that you attend. Look at the hobbies sheet for examples*

*Example: I have good IT skills and can utilise and play on multiple different IT platforms. I also enjoy any type of building, construction or DIY work as I am a very practical person. This was recently demonstrated when I helped my Dad build a home office in our garden.*

***References available upon request***