

# Name

## Address

landline • mobile • name@email.com

## Profile

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A short paragraph about you – “I am a professional and enthusiastic retail sales professional with extensive experience in stores, telesales and online, seeking a new challenge ...”

Here is an opportunity to provide some personal and professional information about why you are perfect for the role – “A real people person, I have a passion for sales – achieving success without ever needing to “hard sell”...”

## Skills

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- Whether academic...
- Vocational...
- On the job courses and qualifications...
- And experience...
- This is your chance to showcase what you will be bringing to the table.

## Career History/Employment

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### Title held, name of firm, location

*(date started – date ended)*

Achievements and responsibilities:

- Be a little more specific
- About the roles you did within each company and position
- Try and reference the things that relate directly to the role you are applying for
- Don't be shy about your achievements and capabilities, but steer clear of being boastful
- Demonstrate experience that fulfils the criteria of the job spec for which you are applying

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## **Education and Qualifications**

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### **University/College/School Name**

*(Date started – date ended)*

Degree:

- Subject
- Qualification

### **College/School Name**

*(Date started – date ended)*

Qualifications:

- A-Level subjects, grades
- 10 GCSEs, grade A-C, including Maths and English

## **Hobbies & Interests**

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Whether it's sport (watching and participating), movies, literature, dance or stamp collecting...think of something interesting about yourself that you think projects you in a positive light.

Here is an opportunity to stick in someone's mind – to make sure that you're remembered, but MAKE IT POSITIVE!

"I am a keen rugby player and support of Rugby Rovers in the Bostick League of Lanchester...I am an avid reader with a keen interest in the works of Roger Hargreaves...I enjoy films, whether it's French art house cinema or Bollywood musicals..."

## **References**

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References are available upon request.