

Chris Roberts

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PERSONAL PROFILE

A personable and friendly team player, who gets on with people at all levels. A confident communicator with excellent people skills. Organised and methodical and enjoys a challenge.

This is your elevator pitch.
No more than 3 sentences filled with powerful keywords

KEY SKILLS & ACHIEVEMENTS

- Strong team working skills
- Excellent understanding of Microsoft programmes
- Very good at face to face communication
- Organised with a focus on detail
- Good people skills
- Positive, motivated individual

No more than 6. change them to suit the role you are applying for.

EMPLOYMENT

Potties Garden Centre, Townton, Townshire. Nov 2011 - Present

Part time sales assistant role.

Providing excellent standards of customer service and ensuring that the shop floor as tidy and safe at all times.

- Helping customers find what they were looking for
- Working on the till, handling cash and completing refunds
- Organising the stock room and making sure that there was enough stock on the shop floor
- Creating Hanging baskets to order for customers
- Merchandising displays

Look at your activities and transferrable skills.
These can form a basis for this section of the CV

If you have had jobs list them here with the most recent at the top. Voluntary work should be included. Name the company and how long you were there; give a brief description of the role, and bullet points of the key skills required, see if you can get them to relate to the job you are applying for

Detail the examination you are working towards as well as any other qualification you may have. A grade in a musical instrument or a belt for a martial art will demonstrate that you can commit to something.

Make the most of this section. This is where you can demonstrate some valuable skills. Check the activities and skills break down you have done and ensure that they tie into the job role you are applying for

Your references should be people you have worked for or have engaged with outside of family. A teacher, manager, club organiser can be used. Check they are happy to be used as an referee; Do not put their details on your CV. Put references available on request.

EDUCATION AND QUALIFICATIONS

Townton High School, Townshire **2006 – Present**

GCSEs

English Language
Mathematics
Geography
Physical Education
Science

Predicted

A
A*
B
B
A

FA Football Coaching Certificate 2007

HOBBIES AND INTERESTS

Football – Team Captain for 2 years, fund raising, coaching younger members
Amateur Dramatics – Member of youth theatre group, acting, lighting design, publicity, set construction.
Website Design – Using Wordpress to develop a personal site with a blog, also have developed and maintained my Football team and drama clubs sites.

REFERENCES

References available on request