

JOHN SMITH

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PROFILE

Having achieved good grades at GCSE level Design & Technology and Graphic Communication, I am eager to pursue a career in the construction industry. I am a reliable conscientious student, proven by my attendance record and grades which I believe would make me an asset to any team. My part-time work has also provided me with a range of workplace skills such as relationship building, teamwork and good communication.

WORK EXPERIENCE

Aug 2019 - Present Barista, *The Coffee Company*

Present

- Provide excellent customer service
- Take orders and communicate these to kitchen staff
- Maintain a tidy dining area and high levels of cleanliness
- Take payments and cash handling

EDUCATION

Aug 2015 - Present Coalville High School, Leicester

Present

GCSE's: August 2020 – Present

Studying a range of subjects including Design & Technology, Graphic Communication and Maths. Predicted grades ranging from A-C.

KEY SKILLS & ACHIEVEMENTS

- Microsoft Office including; Word, Excel & Powerpoint
- Basic AutoCAD skills
- Member of school orchestra playing the violin
- Received 100% attendance award for the past 3 years

INTERESTS

I have a keen interest in music, and as well as playing violin in my school orchestra I regularly attend local concerts. I am also a member of the school music society and have participated in a number of school performances.

REFERENCES

References available on request.

