

Joe Smith

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Objective statement

I am a 24-year-old student looking for part time work at the weekends. I am a determined individual having recently completed my Bronze Duke of Edinburgh award which has taught me that achieving goals requires hard work and dedication.

Work experience

ABC Accountants (2017)

During the school holidays this year I worked for 2 days each week at my father's business, an accountancy firm. Tasks included typing, filing and taking post to the post office.

Young Entrepreneur Scheme (2016 – 2017)

I have taken part in my school's Young Entrepreneur scheme for the last two years. This involves making items from Fimo to sell and running a stall every break time. Each year we have raised over £1,000 for local charities.

St John's Ambulance, 2016 - 2017

I have been a St John's Ambulance cadet since I was 13 and I regularly attend the local football team's matches to provide first aid support alongside the St John's Ambulance team.

Browns Café, Nottingham Auctions (2014 – 2017)

For the past three years I have helped my mother to run the food and drinks cafe once a month at the local Auctions. This involves serving customers, taking payment and giving change.

Education

ABC Academy, *Nottingham*
2013 – 2017

123 Primary School, *Nottingham*
2007 - 2013

Skills

- I am able to deal with the public effectively thanks to my experience as a St John's Ambulance cadet and running a stall with my mother. These experiences also show that I am reliable and trustworthy.

- I am a good communicator and a competent leader – I now teach first aid to other young people, and I also head up our school debating team each Wednesday.
- I have a very good level of numeracy, achieving As for most of my maths assignments.
- I am IT literate with a typing speed of 45wpm and the ability to use most basic software packages to an intermediate level (Microsoft Word, Excel, Powerpoint).

Hobbies and interests

I love football and I play on the local five-a-side team every Thursday evening. I am also a brown belt in Aikido and attend classes on Monday evenings.

References

Mary Jones, Form Tutor
ABC Academy
456 The Street
Nottingham
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Claire Riley
St John's Ambulance supervisor
789 The Street,
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