

## Example B

### Curriculum Vitae - James Greenworth

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### Personal profile

I am enthusiastic about pursuing a career in retail, having completed an Advanced Level Apprenticeship with My Look (a national fashion retail chain). This involved on-the-job training and attending college on day release. I would like to continue my training and take on more responsibility. Although I am interested in general supervisory management, I am particularly keen on the financial aspects of retail, such as ordering and stock control. I also enjoy dealing with customers and solving problems. Whilst taking my GCSEs, I worked part time at Fentons Bookshop, which allowed me to develop my ICT, communication and teamworking skills.

### Qualifications

The following were achieved through my Advanced Level Apprenticeship (2008-2011):

- City & Guilds Level 3 Diploma in Retail (Management)
- City & Guilds Level 3 Certificate in Retail Knowledge
- Key skills level 2 in communication and application of number.

St Theresa's Comprehensive School, Northborough 2003-2008:

- 8 GCSEs at grades A\*-C (English, maths, science, business studies, ICT, history, music and art and design).

### Employment

September 2008 - present. My Look, Northborough: sales assistant. My job involves serving customers (including returns and complaints), stock control, visual merchandising and many other aspects of the business. Recently completed my Apprenticeship.

June 2007 - August 2008. Fentons Bookshop: part-time work during weekends and school holidays. Took payments, restocked shelves and ordered books for customers.

October 2007. Westborough Motors: work experience (arranged through school). Assisted in the motor vehicle parts department.

### Interests

- Music - I enjoy playing the drums and am part of a local band.
- Keeping fit - I recently completed the Northborough Half Marathon and raised over £300 for a local hospice.

## **References**

Names and contact details of referees are available on request.