

Example C

Tracey Jameson

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Skills, abilities and achievements:

- excellent communication skills with all age groups
- experience advising customers and working with children
- efficient at keeping notes and records
- computer literate; have own PC
- able to cope with pressure and use own initiative
- teamworking skills - I work closely and effectively with colleagues; I am also a member of a local netball team
- enthusiastic and willing to train and gain qualifications.

Education:

2006-2011 - Newborough Comprehensive School. Gained an ASDAN Level 1 Certificate in personal effectiveness and GCSEs in: home economics (grade C), English (grade D), history (grade F).

Work and other relevant experience:

2010 - present - part-time sales assistant at Tiny Tots Clothing, Newborough.

2010-2011 - regular babysitting for children ranging in age from 2 to 12 years.

October 2010 - two weeks' work experience at Playtimes Nursery helping to look after children - organising play activities, reading stories and preparing snacks for the children.