**345 Horseham Avenue, Ashton in Makerfield, Wigan WN4 6JK 07545873648 urname@hotmail.com**

**Personal Statement**

4 – 5 sentences here to sell yourself to the employer – mention key personal qualities that make you stand out such as motivated, hard-working, creative, industrious, friendly, and responsible. Mention skills that your employer might be looking for such as attendance, punctuality, time management, team working, leadership, problem solving, money skills, customer service skills, IT skills…again those skills you are proud of. If you are prefect, football captain, any position of responsibility mention it. Mention what industry/ job sector or career you are aiming towards

**Education St Edmund Arrowsmith Catholic High School, Rookery Avenue, Wigan, WN4 9PF from 2017 - 2022**

GCSEs English Literature, English Language, Mathematics, Combined Science, Religious Education, Option, Option, Option Option

BTEC Option

Any other qualifications – music, dance, drama, etc

**Skills**

IT skills - fully proficient in Microsoft Office (Word, Excel & PowerPoint, OneNote, Teams), Customer service and administration skills including filing, diary management, photocopying, answering telephone Team and leadership skills Communication both verbal and written.

**Work Experience**

**Employment:** Company name, date from and to, brief overview of duties and responsibilities.

**Workplace Challenge:** Company name, date with brief overview of what you did, learned about industry and workplace.

**Charity/ Voluntary:** Which charity or where you did voluntary work – your role and achievements.

**Young enterprise**, Maths Mentor, Prefect, Form Captain with detail of responsibilities and duties.

**Interests**

All the things you do in your spare time – cooking / baking, hobbies, sports, arts, music, family activities, friends activities – bring out any successes eg Captain, awards, winning league etc anything that shows skills and commitment.

**References**

Available on request