

John Doe
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I am an excellent communicator and possess great customer service skills. I am proven to work well as part of a team and also excel on individual work. I am looking forward to the challenge of developing and gaining new skills.

Work Experience

July 2013- June 2015

Paper Delivery Assistant: Horwich Newsagents, Horwich

- Weekly newspaper delivery round
- Dealt with customers face to face
- Completed daily logs and a database with order information
- Listened to and followed instructions from senior staff

Education

September 2009 – July 2015

Horwich High School

GCSE's: May 2015

- English (B), Maths (C), French (A*), Geography (D), History (B), Science (B), ICT (C)

Key Skills & Achievements

- Microsoft Word and Powerpoint
- Captain of Horwich FC
- Achieved Grade 4 in Guitar

Interests

I enjoy playing Football and I am currently the captain of Horwich FC. I also enjoy playing Golf and the guitar. I am grade 4 in Guitar and have a handicap of 6 in Golf. I like to spend time with my friends and family.

References

Available on request