Example good CV

Curriculum Vitae

Jean Madoc-Jones
54 Markfield Road, Bootle, Liverpool L22 5RJ
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Personal Statement
I work well on my own and as part of a team. I have a strong work ethic and a positive attitude. I am able to deal with difficult customers in a caring manner. I have a good sense of humour. I am honest, caring and diligent.

Key Skills
- Good team working skills
- Good verbal and written communication skills
- Excellent time management skills
- Very good selling skills
- Good manual handling skills

Employment History
2008 to-date – Voluntary Work at British Heart Foundation shop
- Advising customers on products
- Receiving and sorting donated goods for either recycling or sale
- Dismantling and setting up in store displays
- Helping with quarterly stock taking and weekly stock counts

2007 to 2008 – Full Time Carer for terminally ill parent.
- Liaising with night time carers
- Carrying out general task such as laundry, housework, cooking and shopping
- Managing finances
- Organising medical appointments and transportation

1996 to 2007 – Full Time Carer for Bluebird Care Services
- Daily visits to clients to provide personal care in their homes
- Operating lifting equipment such as hoists, raiser beds
- Disposing of waste in the correct manner in line with health and safety regulations
- Updating clients records for other team members
- Managing my own time to meet the daily visit schedules

Education
1995 to 1997 Liverpool Community College, Liverpool
1988 to 1995 Sacred Heart Secondary School, Liverpool

Hobbies and interests
I like reading romantic novels and science fiction. I like attending concerts; any genre. I enjoy walking my dog in the nearby countryside.

Reference
Mrs D Chung, Curriculum Coordinator
Liverpool Community College
Riverside Campus
Liverpool L6 7AP