

EXAMPLE OF CV FOR PART TIME JOB APPLICATIONS (WITH WORK EXPERIENCE)

ASMA BEGUM

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EDUCATION AND QUALIFICATIONS

University of Bradford 2009 – 2012
BA (Hons) English

Grange Upper School, Bradford 2002 – 2009
A Levels: English (B), Psychology (C) and Religious Education (C)
GCSEs: 9 subjects (1A, 4Bs and 4Cs) including Mathematics and English

EMPLOYMENT EXPERIENCE

Wilkinsons, Bradford **Retail Assistant** March 2009 – present

- Worked as part of a team to receive early morning deliveries, maintain warehouse standards and provide customer service. I am constantly under pressure to finish my tasks before the deadline every shift.
- Developed excellent communication and customer liaison skills. I've shown initiative and teamwork skills by supporting other team members with their tasks after finishing my own.

TK Maxx, Leeds **Customer Services Assistant** Dec 2008

- Encouraged colleagues to reach work targets collectively creating team spirit.
- Tidied up the shop floor and maintained stock in pristine condition.
- Dealt with telephone calls and queries from other stores such as searching for coded items in order to price them.

VOLUNTARY WORK EXPERIENCE

Malik Solicitors, Bradford **Volunteer** July 2007

- Carried out a range of clerical duties such as photocopying and filing hence familiar with basic office equipment.

RSPCA, Keighley **Volunteer** Summer 2006

- Worked as part of a very small team from a variety of social backgrounds to run an RSPCA charity shop in Keighley city centre.
- Supported the manager by unloading deliveries and using practical skills to display goods for resale.

SKILLS PROFILE

- *Communication* – enhanced communication skills when interacting with customers at Wilkinsons.
- *Teamwork* – developed through playing for the netball team and taking an active role in the club.
- *Problem Solving* – dealt with angry customers in a professional manner, resolving situations using own initiative.
- *IT/Computing* – proficient user of Microsoft Office programs including Word, Excel and PowerPoint.
- *Languages* – French (basic) and Urdu (fluent native speaker).

INTERESTS

- Enjoy listening to music and reading books on psychology and autobiographies.

REFEREES

Names and addresses of two referees will be made available upon request.