

Your details

Full name

Jo Smith

Date of birth

01 Jan 2000

Address

1 High Street
Trowbridge
Wiltshire
BA14 1AB

Email address

yourname@gmail.com

Phone

01234 567890

Education

Name of most recent school/college

Wiltshire College

Years attended

2016 – 2018

Qualifications

GCSE

Subject	Grade	Year
English Language	B	2016
Maths	B	2016
English Literature	B	2016
Biology	C	2016
Chemistry	C	2016
Physics	C	2016
ICT	C	2016
Geography	C	2016

Subject	Grade	Year
French	C	2016
Drama	C	2016

BTEC

Subject	Grade	Year
Business	Merit	2017

Work experience

Babysitter - Various local families

I regularly babysit for local families. I care for children aged 1-9 and ensure they are well looked after.

Training courses

I have not been on any training courses

About you

What are your main strengths?

I feel I am good with people. This is evidenced with my babysitting where I have to communicate well with both the parents and children. I follow the parents' instructions to ensure the children are well looked after and I enjoy spending time with the children doing art and craft or playing. I am a good team worker and enjoyed working on group tasks in College. When I led these, I considered everyone's strengths and made sure people were happy working on the task. I am also part of a netball team where we have to work well together. I am a hard worker and a good organiser as I had to organise my time well while studying in order to complete my course.

What skills would you like to improve during this apprenticeship?

I enjoyed studying Business at College and would like to get practical experience of working in this environment. Although I have been taught about customer service I would like to put these skills to use in the real world.

What are your hobbies and interests?

I keep fit by playing in a local netball team and am currently training for a 10km race. I enjoy cooking, especially baking cakes.

Additional questions

What are your career aspirations?

I would like to start my career in an administrative role in order to gain experience. I'm particularly interested in working recruitment so I would like to gain experience in this field.

Why do you believe you would suit a role in HR?

I enjoyed learning about HR in my Business Admin course. People are the most vital asset an organisation has and I would like to be part of the team working in this area. I am a people person and well organised so would work in your team.

Do you have a learning difficulty, disability or health problem?

No

Is there anything we can do to support your interview?

I don't have any interview support requirements