

# John Smith

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Age: 25

## Education and qualifications

**2000 to present** Durham University, BA (Hons) English studies

**1999 to 2000** Dove Holes College, Buxton, access course (MAFP)  
Subjects included: English literature, psychology,  
sociology and history.

**1987 to 1992** The Triardan School, New Mills, GCSEs  
Maths (A); English language (C);  
English literature (C).

## Work experience

**April 2001 to  
September 2001** Office assistant: Andrew's Solutions, New Mills

I helped to write courses which are used on the Internet.

I provided quick and efficient help in letter writing, sending out important information, filing, faxing, finding valuable information on the Internet and much more.

**July 1994 to  
February 1998**

**Sales executive: The Plexia Group PLC, Chinley**

I was responsible for contacting and visiting existing, potential and past customers throughout England.  
I designed and wrote a new company leaflet. The company sent this out to all potential customers in the UK, helping to increase sales.  
I organised and co-ordinated transport, planning collections and deliveries for three vehicles.  
I was in charge of my own administration: letter writing, contracts, accounts, updating computer databases, answering the phone and much more.

**January 1994 to  
April 1995**

**Bar person: The Dandy Cock, Debley**

I worked well under pressure and, at times, in an abusive atmosphere.  
I learnt to defuse difficult situations in a diplomatic way.  
I gained good communication skills and performed well within my work team.

## **Further information**

I am fully competent in using Microsoft Office packages such as Word, Excel and PowerPoint.  
My typing is of a very high and fast standard (70 words a minute).  
I am very confident, use my initiative and work well within a group.

## **Interests**

Mountain biking and walking: I enjoy exploring and taking challenging routes.  
Reading: from current affairs to novels.  
Swimming: as relaxation.

## **Referees**

Homer Simpson  
1501 Evergreen Terrace  
Springfield  
Cheshire  
SK2 5FW

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Tony Maher  
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