**Name**

Address

01204 900621 • 0113 000 0000 • name@mail.com

Personal Profile

A highly motivated and hardworking individual, seeking an apprenticeship in the engineering industry to build upon a keen scientific interest and start a career as a maintenance engineer.

Mechanically minded, with a methodical approach to working and an eagerness to learn and develop personal skills in a practical setting. Eventual career goal is to become a fully-qualified and experienced maintenance or electrical engineer, with the longer-term aspiration of moving into project management.

Key Skills

* Advanced problem solving and numeracy skills
* Accomplished communication skills, both written and verbal, developed through numerous assignments and presentations given during my time in education
* Ability to take the initiative and work well under pressure, ensuring strict deadlines are met, as successfully demonstrated during work experience placement project
* Flexibility, whilst maintaining enthusiasm and commitment to each project
* Proficiency in all areas of Microsoft Office, including Access, Excel, Word and PowerPoint

Education

 ****Smithills School (Predicted Grades)**** (2016- 2021)

* English Literature (6) English Language (6)
* Mathematics (7) Chemistry (6)
* Physics (7) Biology (4)
* Spanish (6) Religious Studies (4)
* Art and Design A (7) Computer Science (6)
* Media Studies (7)

**Other achievements & experiences**

Duke of Edinburgh ( Bronze Award)

Positions of responsibility

* Librarian
* School Council Representative

Work Experience

Woof Woof Dog Home (*unpaid work experience*) (March 2020)

Duties included:

* Shadowed a key member observing their day-to-day work
* Spent a morning working within customer service centre, receiving and registering new dogs
* Assisted in health checks with the vet
* Learned about company project management lifecycle methodology
* Gained knowledge of key health and safety standards used within the industry
* Communicated with customers on the phone and email

Part-time Sales Assistant, Shop Name, Location (2016 – Present)

Key results:

* Achieved four out of five revenue targets
* Personally billed over £10,000 since starting position.
* Demonstrated resilience and ability to upsell products, consistently meeting KPIs set for adding more value to sales.
* Significantly improved negotiation skills, regularly converting customers from point of enquiry to sale.

Hobbies & Interests

Over the last two summers I have helped a family friend restore a classic sports car. This has triggered a passionate interest in mechanics and automotive restoration and, now that the project is finished, I have continued to build my knowledge by attending various classic car events.

During this time, I also decided to set up a blog around the project. Initially starting as a way to ask other collectors for advice whilst tracking progress, I began to enjoy writing about the subject and have now started writing occasional freelance articles for an online automotive magazine.

Additional Languages

Urdu

References

Mr R Harrison

Y11 Director of Learning

Smithills School

Smithills Dean Road

Bolton

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