**Jo Bloggs**

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**Personal Statement**

During my unbroken service in **this sector** I have accrued a wealth of skills which I can transfer and use in any setting.

Being a determined, self-motivated person who is enthusiastic and friendly I am now looking for a suitable position with a company that offers genuine room for progression, where I can make a significant contribution.

I pride myself on being a hardworking, reliable, committed individual who can follow instructions and capable of working alone and unsupervised.

In my new position I am willing to undertake additional training to undertake a new role.

I am an individual who can work in a position of trust and give full attention to the job in hand.

**Personal Skills**

* Responsible, Reliable, and Dependable
* Flexible, Adaptable, and Creative
* Calm, Friendly, and Approachable
* Dedicated, Committed, and Sensible
* Works well under pressure, Uses own initiative, and Imaginative
* Good at problem solving, following instructions, and able to meet deadlines and target.

**Employment Experience**

|  |  |
| --- | --- |
| **Actively seeking employment** | **2018 – Present** |
| Working closely with careers advisers, job-centre work coaches and other support networks to secure suitable employments. |

|  |  |
| --- | --- |
| **Lighthouse Charity Shop - Heanor****Job title:** Volunteer  | **2018 – Present** |
| **Duties included:** * Serving customers
* Cash handling and operating the till
* Moving stock around by hand
* Organising and preparing donations for the shop floor
* Working as part of a team
* Using own initiative
* Following managerial instructions
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**Springfield Leisure** **2006 - 2018**

**Job Title**: Upholstery / Spring Shop

After 10 years unfortunately I was made redundant from this post.

**Duties Included:**

* Divan tacking and basic tacking
* Loading and buttoning
* Loader supervising
* Using tools and machinery
* Working as part of a team
* Observing colleagues to learn new skills
* Following managerial instructions
* Adhering to health and safety regulations

**Belfield Furnishings 1994 - 2006**

**Job title:** Trainee Upholstery

**Duties Included**:

* Divan tacking and basic tacking
* Loading and buttoning
* Loader supervising
* Using tools and machinery
* Working as part of a team
* Observing colleagues to learn new skills
* Following managerial instructions

**Education and Training**

**Direct Help & Advice (Ilkeston) Sep 2019:** Employability course

**XXX School – 19xx -19xx**
GCSE’s in the following:

* Maths
* English
* History
* Geography
* Art
* Music

**Additional information**

In my spare time, I like swimming, listening to music, and taking my children to various clubs and activities.

**References**

Excellent references will be provided on request.