

CURRICULUM VITAE

Jane Rickman
45 Jackaby Lane
Alvaston, Derby DE45 8D
Tel: 01332 347 921

An enthusiastic, hard working and sensible worker with experience of working in a kitchen and a knowledge of catering wanting to learn more new skills and become a fully qualified chef.

Skills profile

- Good at communicating with people
- Good team member
- Able to learn new skills
- Able to use my initiative
- Can work under pressure
- Excellent catering skills

Education and qualifications

Date	School/College attended
2007– 2008	Middleton College, Alvaston, Derby NVQ Level 2 Catering achieved
2002 – 2007	Alvaston High School, Carnegie Road, Alvaston, Derby 5 GCSEs grades B, D and F achieved

Work experience

2007 - to date Exquisite Restaurant, Morley

Catering Assistant, preparing vegetables, cleaning equipment and washing dishes

Voluntary work

I have helped out at a playgroup in the summer months entertaining children ages 5-10 years.

I enjoyed doing this and was responsible for making sure all the children were safe.

Personal

I am a quietly confident person and in a work situation I can be flexible and work on my own initiative.

In my spare time I enjoy going to the cinema and I like to keep fit. I go to aerobics once a week and play badminton with my friends at the local sports centre.

References

Mr John Hardy
Middleton College
Bumble Road
Alvaston
Derby
DE45 7YT

Mrs Sarah Eaton
Exquisite Restaurant
Palm Tree Court
Morley
Derbyshire
DE5 5GT

3 Larch Avenue
Gamesley
GLOSSOP
Derbyshire
Tel: 01457 554 667

RYAN GREEN

I am a friendly highly motivated and confident person who enjoys meeting new people. I am reliable and enjoy working as part of a team as well as on my own initiative. I am keen to learn new skills if given the opportunity.

Date of Birth 13th December 1992

Education **2003 – 2008 Glossopdale Community College**

GCSE's Studied

- English
 - Mathematics
 - Information technology
 - Science
-

Work Experience

2008 – present **Station News, Glossop**

- Serving customers
- Checking stock, replenishing shelves
- General housekeeping duties

Personal I enjoy rock climbing, pot-holing/caving and extreme sports. I have also helped a family friend with various building work.

Health Good

References Available on request

Louise Mitchell
4 Victoria Square
Tupton, Chesterfield S40 3BY
01246 234 567 (Home)
07765 332 (mobile)

A hard working GCSE student keen to get some part-time summer vacation work, working outside for a nursery or garden centre.

Available – July and August

Relevant skills and experience

Shelf filling at a local supermarket last Christmas, involving physically tiring work.

Team work skills and shift work from current Saturday job in a Fish and Chip shop.

Education

2003 –2008 Tupton Community School

Taking GCSE exams in six subjects.

Work experience

2008 – present The Admiral, Customer Service.

2007 Christmas holiday: Tesco, Shelf filler.

2007 Two weeks work experience in a garden centre.

Personal

I am an outdoor, active person, keen to swap my current indoor job for one working outside and I am prepared to be outside in all weathers.

In my spare time I like to hike, cycle and rock climb with my friends.

References

Available on request

CURRICULUM VITAE

56 Fanshaw Way
Pinxton
Derbyshire
DE56 3ED
Tel: 01773 456 123

DAVID HOLMES

A reliable person who is not afraid of hard work. Learns quickly through practice and can work as part of a team or alone. Has obtained excellent working experience in the joinery trade and is looking for a position to develop existing and new skills.

Education and qualifications

2003 – 2008 Frederick Gent School

GCSEs	Expected grades
English	D/E
Art	D/E
Maths	D/E
Craft design and technology	D/E

Work Experience

2 weeks 2007	Fitted and Kitted Alfreton General joinery labouring and basic joinery with a fitted kitchen and bedroom company
Jan 2008 - present	Wood is Good South Normanton Helping with all aspects joinery work with a furniture maker (Saturday mornings)

Skills profile

Joinery Skills — knowledge of different types of wood and wood joints, ability to work to diagrams, designed and made a garden seat at school

Ability to use tools and machinery effectively — familiar with using power and hand tools eg planes, sanders, drills, hammers and saws

Understanding of Health and Safety — a good knowledge of health and safety issues gained through subjects at school and work experience

Team work — team sports at school and working as part of an established team at Fitted and Kitted and Wood is Good

Communication skills — has excellent communication skills and can follow instructions carefully

Interests

Watching sport particularly snooker and football, cycling, listening to music and going to concerts and the cinema.

Career Aim

To become a qualified joiner making the most of my enjoyment of working manually with wood. Willing to undergo any training available.

Date of birth

3.01.92

References

Mr P Green
Head of Manufacturing and Design
Frederick Gent School
South Normanton
Derbyshire
DE55 2ER

Mr G Dobbs
Manager
Wood is Good
South Normanton
Derbyshire
DE55 6YH

CURRICULUM VITAE

KYLIE SMITH

7 Lilac Road
Heage
Derbyshire
DE55 7UH
Tel: 01773 678 987

Date of birth: 13.5.92

I am a friendly and confident person who relates easily to other people. I am reliable and organised and so will be ready for work on time. I am keen to have a job because I want to be successful in life.

Education and Qualifications

2003 – 2008 Belper School

GCSEs	Expected grades
English	D/E
IT	D/E
Maths	D/E
RE	D/E
Textiles	D/E

Work Experience

2 weeks 2007

Fairfield Infant School

I helped the children to read and write, read to them, helped them with painting and helped to supervise outside play.

Skills Profile

Practical Skills — I can use a sewing machine and sew neatly by hand. I can follow a pattern and instructions.

People Skills — I am good with people and was praised for my patience with the children at Fairfield Infant School. I was able to calm them down if they got upset or hurt in the playground.

Team work — I played in a netball team at school and worked as part of an established team on work experience

Communication skills — I have excellent communication skills and can relate to both children and adults

Voluntary work

I help my mum look after my younger brothers and sometimes baby sit for her at weekends.

Interests

Fashion, sewing, shopping, experimenting with hair and make-up, listening to music and going to the cinema.

Availability

I can be available for interview any time after the last Friday in June

References

Mrs T Topham
Head of Textiles
Belper School
John O'Gaunts Way
Belper
Derbyshire
DE56 0ER

Mrs G Lambert
Teacher
Fairfield Infant School
Heage
Derbyshire
DE56 6OP