

# Josephine Bloggs

## CONTACT

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✉ hello@reallygreatsite.com

## PERSONAL STATEMENT

I am a mature GCSE student, with excellent communication and problem-solving skills, developed as a First Aid volunteer and through DofE. My customer service skills have been invaluable to my part time work as a Waitress, and I have received excellent feedback from both customers and my manager. I always aim to exceed expectations, making me an ideal representative for your business. I am ready to take on a new challenge, and would love the chance to further enhance my skills working for your team.

## SKILLS

- Strong IT Skills
- Excellent written and spoken communication
- Time Management
- Teamwork

## HOBBIES

- Writing a blog on issues affecting young people
- Playing netball and hockey
- Amateur photography

## EDUCATION

### Rossett School, Harrogate

9 GCSEs at grade 7-4,  
including English and Maths  
(2019 - 2024)

## WORK EXPERIENCE

### Waitress

Pizza and Pasta ( 2022– 2024)

- Greeted customers, presented menus, made suggestions, and answered questions;
- Took and served food and drinks orders, upsold when appropriate;
- Arranged table settings and kept tables clean and tidy;
- Collected orders and bills and passed them to the kitchen staff;
- Attended meetings with managers to learn about menu changes and specials.

### First Aid Volunteer

Rossett School ( 2021– 2024)

- Learned First Aid and volunteered at events, helping the local community;
- Developed confidence and communication skills through Cadet leadership courses;
- Participated in a range of activities on a residential summer camp.