

Robert Great CV

23 Churchill Road, Kings Hill, West Malling ME19 4YU
Robert17@hotmail.co.uk / 01732 123456 / 07842222222

Personal Statement

Robert is a resourceful and intelligent 18-year-old student leaving school in July 2020 with very good grades, particularly in English, Maths and Science. Robert has enjoyed his time at Leigh School where he has fully engaged in his academic lessons and extra curricular activities including the Rugby team and by taking part in a recent excursion to an activity camp in Devon.

After leaving school Robert is eager to pursue an apprenticeship as a sports or activities coach. He is eager to learn more about the industry and in return for excellent training he will fully commit his time, energy and skills. Robert would succeed best in a coaching role with students aged 8 – 16 focussing on rugby, climbing and outdoor activities.

Achievements

- Completed the Duke of Edinburgh award demonstrating excellent teamwork skills and a determination to succeed.
- Raised money (£1000) for a local charity providing sports coaching to disadvantaged primary students in the summer of 2017 and 2018
- Recorded 98% attendance in Y11 demonstrating my excellent timekeeping and resilience in the face of challenges
- Achieved excellent grades across 8 GCSEs

Qualifications

8 GCSEs (9 – 5 grade) including Maths, English, Science and Sport – Leigh School: Sept 2013 – Jul 2018

3 A-Levels – PE / Sports Science (Predicted B), English (Predicted B), History (Predicted C) – Leigh School: Sept 2018 – Jul 2020

DofE Award – Leigh School: Jun 2019

Junior Rugby Coaching (L1 / L2) –Maidstone Rugby Club & The RFU

Experience

Part-time Sales Assistant – Asda: April 2018 - Present

Full-time employee during summer and peak periods. Part time during school term time. Operated in a range of roles and always looking to learn new areas and upskill myself.

Key duties and achievements:

- 100% attendance since start date
- Recognised as employee of the month May 2019
- Regularly praised by management as a very efficient and competent employee

- Operated in a range of roles including chill, stock, customer service and tills
- Trained and promoted to customer service kiosk – a role normally reserved for more experienced staff

Pharmaceutical Company – Work Experience Placement: Summer 2018/ Summer 2019

Offered the opportunity to take my work experience at this world leading pharmaceutical company after directly approaching the local site manager.

Key duties and achievements included:

- Shadowed a key member of laboratory staff, observing their day-to-day work
- Spent a morning working within customer service centre, listening to client complaints and understanding company best practice when responding
- Assisted in project on risk management and contingency planning in case of failure at distribution centre
- Learned about company project management lifecycle methodology
- Gained knowledge of key health and safety standards used within the industry
- Final report demonstrates my keen ambition and my desire to learn

Hobbies & Interests

Rugby – I love to play for both my school and the local team (Maidstone RFC). I also attend the junior coaching days to support the more experienced coaches.

Cadets – As a keen lover of the outside I have always been a member of the cadets and was recently promoted to the most senior rank for a person of my age.

Reading – I enjoy reading historical fiction and sci-fi. My favourite book is Lord of the Rings.

References

Mrs Whiffin – Teacher at Leigh School: gwh@leighschool.co.uk

Gail Banford – HR Manager at Asda: gbanford@asda.com

Derek Skelton – Manager at Pharmaceutical Company: dskelton@pharma.com