**Completed example of the template:**

**Full Name:** John Smith

**Email:** [john.smith@email.co.uk](mailto:john.smith@email.co.uk)  
**Phone:** +44 (0) 1234 567890  
**Address:** 123 Elm Street, City, County, Postcode

**Objective:**

I am a reliable and hardworking individual seeking a retail position to utilise my strong customer service skills, attention to detail, and commitment to providing a positive shopping experience for customers.

**Education:**

**GCSEs:** English (C), Maths (D), Greenhill Secondary School, London, UK, 2017-2019

**Work Experience:**

Shop Assistant, Local Supermarket, London, UK, June 2020 - Present

* Maintained a clean and organised store environment, ensuring shelves were fully stocked and displays were visually appealing.
* Assisted customers with product inquiries, locating items, and providing recommendations.
* Operated the till, accurately handling cash and card transactions.

Volunteer, Walthamstow Community Centre, London, UK, September 2019 - May 2020.

* Assisted in setting up and cleaning up for events and activities.
* Greeted and directed visitors during community events.
* Supported the centre coordinator with administrative tasks, such as answering phone calls and organising files.

**Skills:**

* Customer service (Intermediate)
* Cash handling (Beginner)
* Time management (Intermediate)
* Teamwork (Intermediate)
* Basic computer skills (Beginner)

**References:**

**Jane Brown,** Store Manager, Local Supermarket  
**Relationship:** Supervisor  
**Email:** [jane.brown@email.co.uk](mailto:jane.brown@email.co.uk)  
**Phone:** +44 (0) 2345 678901

**Mark Johnson,** Centre Coordinator, City Community Centre  
**Relationship:** Volunteer Manager  
**Email:** [mark.johnson@email.co.uk](mailto:mark.johnson@email.co.uk)  
**Phone:** +44 (0) 3456 789012