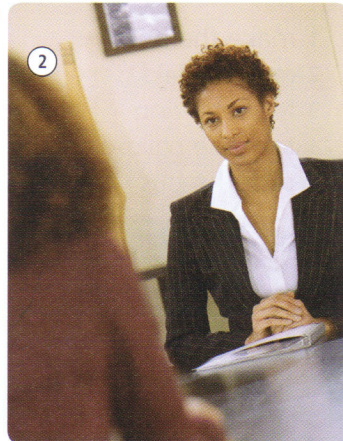


- 1 CV, résumé *AmE*
- 2 interview
- 3 application form
- 4 covering letter
- 5 telephone number
- 6 e-mail address
- 7 job board
- 8 job ads
- 9 Jobcentre Plus
- 10 Citizens Advice Bureau

Curriculum Vitae

①

Name	John Smith	Telephone 0560 152439
Address	23 Southfield Road Purbey Westshire PU23 4HJ	e-mail jsmith@internetsp.com
Age	25	
Date of birth	7 May 1985	
Marital status	Single	
Occupation	Sales Assistant	
Education	Purbey Comprehensive School 1997-2004	
Qualifications	GCSE Mathematics B English B Geography A History B French C Art B	A-levels Business studies B English C French D
Employment	Customer services assistant - GRM Logistics My first job involved dealing with customer queries on the phone or by post. I also helped run the customer data base and supplied information for sales managers. I had to be well organised and understand customers' needs. Sales assistant - GRM Logistics I directly supported the sales manager in every aspect of her work. I handled some accounts without supervision and visited these customers when necessary. Good negotiating and communication skills were essential.	
Other interests	Outside of work I am a member of the local football team and play every Saturday this also includes two night football training during the week. I also play the drums in a band and visit clubs about three times a month.	



Application for employment

③

**Work history**

Customer services assistant - GRM Logistics. My first job involved dealing with customer queries on the phone or by post and supplied information for sales managers. I had to be well organised and understand customers' needs.

Sales assistant - GRM Logistics. I directly supported the sales manager in every aspect of her work. I handled some accounts without supervision and visited these customers when necessary. Good negotiating and communication skills were essential.

Sam's News. I delivered newspapers to the counter on Saturdays.

**References**

David Root  
Beacon Road  
Telephone 01234 56789

Mrs Julia  
7 High St  
Telephone 01234 56789

**Personal details**

Title Mr Date of birth 7 May 1985 Marital status Single

First name(s) John Surname Smith

Address (including postcode) 23 Southfield Road Purbey Westshire PU23 4HJ

Daytime telephone number 0763 124790

Evening telephone number 0560 152439

National Insurance number

E-mail address

**Education / training**

School / College / University etc attended Purbey Comprehensive School Beacon Road Purbey Westshire PU22 3QN

Qualifications gained / courses studied

3 A-levels: Business studies, English, French

6 GCSEs: Mathematics, English, Geography, History, French, Art

I also hold a clean driving licence

④ 23 Southfield Road, Purbey, Westshire PU23 4HJ

⑤ Telephone 0560 152439

⑥ e-mail jsmith@internetsp.com

Dear Sir/Madam,

I am writing to apply for the position of Sales Manager advertised in The Evening Post on 24 August 2010.

I have been working for the past two years as a sales assistant within a busy department. I believe this has given me excellent experience and the confidence to take a step forward in my career.

As requested I enclose my full CV and application form. If there is any other information you require, please don't hesitate to contact me.

I look forward to your reply.

Yours faithfully,  
*John Smith*  
John Smith



⑦

## Vacancies

Vacancy		Vacancy	
Job title	Line manager — nights	Job title	Customer Services Assistant
Department	Production	Department	Sales and Marketing
Salary grade	C2	Salary grade	G1
Application date	April 17	Application date	April 10
Hours	30-hour — shifts (overtime available)	Hours	24-hour minimum — negotiable
Job description	The responsibility is for managing all aspects of line production on our Xexon 450 machines. Previous experience is essential.  The successful candidate is likely to have worked on the Xexon line during the past two years. The ability to solve production problems at short notice is key.  Night shift hours. Some weekend working.	Job description	The job requires the ability to answer calls and emails from customers, provide information to them and manage a database. Full training is provided.  The successful candidate will have to have a good telephone manner be polite and patient at all times.  Flexible hours can be negotiated.
For more information and application form:		For more information and application form:	
Jenny Stewart Human Resources Room 438 Internal tel: 2452 Intranet: j.stewart@acef.com		Jenny Stewart Human Resources Room 438 Internal tel: 2452 Intranet: j.stewart@acef.com	

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