
John Smith

Address Line 1
Address Line 2
Tyne and Wear
Post Code

Telephone: 07828 123456.

PROFILE

Physically fit, reliable, honest and trustworthy, punctual, literate and numerate, confident and polite in dealing with the public with an awareness of health and safety issues. A safe driver with a clean license. Able to deal with repetitive tasks quickly and efficiently, work to a tight schedule, undertake clerical tasks, and work alone or as part of a team. Now looking for a definite move to the Production / Manufacturing Industry that offers a genuine opportunity for career progression in the North East of England.

PROFESSIONAL EXPERIENCE

POSTAL DELIVERY OFFICER

2000 - Present

Company A

Responsible for sorting and delivering letters and small packets. Normally working in a district delivery office. Also responsible for mail collections from post boxes, post offices and businesses within the district. Other duties include data entry work, van collections and deliveries.

- Sorting a lot of incoming and outgoing mail by hand, also using automated mail-handling machinery like integrated mail processors (IMPs).
- After sorting the mail, I deliver mail. For some items, such as registered post and recorded deliveries, I have to obtain a signature. Making deliveries on foot, bicycle, and in a car or van.
- Also working in a sorting office, dealing with mail coming in and going out across the country and overseas. Sorting mail into mailbags and then loading these into vans for transportation to district offices or, depending on the destination, a road freight depot, rail station or airport.
- Working on Saturday morning, with the early shift starting between 5am and 6am and night shifts.
- Carrying delivery pouches weighing up to a maximum load of 16kg in all weathers.
- Key skills include being: Physically fit, reliable, honest and trustworthy, punctual, literate and numerate, confident and polite in dealing with the public. Awareness of health and safety issues, a safe driver with a clean license.
- Able to: deal with repetitive tasks quickly and efficiently, work to a delivery schedule, undertake clerical tasks such as re-directing mail, use a keyboard, work alone or as part of a team.

LEISURE CENTRE ASSISTANT

1999 - 2000

Company B

- Helped and supervised visitors using leisure centre facilities.
 - Set up, dismantled and maintained equipment.
 - Ensured all areas and facilities are kept clean and tidy.
 - Helped the catering section, sell food and drink.
 - Worked around 40 hours a week. Shifts covered evenings, weekends and public holidays.
 - Skills and Interests: a keen interest in sport and fitness activities, awareness of health and safety issues good communication skills, flexibility, willingness to do routine tasks.
 - The work can be physically demanding, as it often involves setting up and moving equipment.
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PROFESSIONAL EXPERIENCE

ASSISTANT PROFESSIONAL GOLFER AND RETAIL ASSISTANT

1997 - 1999

Company C

- Served customers in the golf retail outlet, handled payments by cash, card or cheque, made sure goods are attractively displayed, helping customers find the goods they want.
- Gave advice on the availability of stock and any special promotions. Provided information on products and prices. Arranged orders and delivery of stock.
- In this specialist store, had specialist knowledge of products.
- Spent a lot of time on my feet and may needed to lift and carry heavy items of stock.
- Coached golfing juniors.
- Trained as a Professional Golfer.
- Able to work within a team, and enjoy working with the public with a polite, helpful manner. Confident when dealing with difficult and sometimes unexpected situations, Have good numerical skills and comfortable using computerised equipment.
- Generally worked 37 or 38 hours a week, including evenings and weekends.

MILKMAN

Aug 97 - 2001

Company D

- Worked as a milk rounds person, delivering and selling goods to homes and businesses by van.
- Worked in all types of weather.
- Able to keep accurate records and deal with large amounts of cash

PROFESSIONAL COURSES

Lifting and Handling, First Aid, Life Saving.

PERSONAL

Status: Living with partner.
Interests and Pastimes: Golf, music, most sports.
Mobility: Full clean driving license.
Born: 1980.

References available on request.

- Expert [CV Writing](#) and [CV Templates](#) by Mike Kelley at First Impressions –

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