



CV template example one

Susan MacDonald

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Personal statement

Now my children are in full time education I'm looking forward to returning to work. As a parent I have developed lots of new skills to care for young children, for example, communicating, planning and organising. I'm highly motivated, work well as part of a team and have a caring personality with some excellent work experience gained by volunteering at the local Home-start. I'm now looking for a position in social care to develop a career.

Key achievements

- Successfully completed my Home-start volunteers training course, including CRB check and being matched with my first family
- Received personal thanks from a young mother for helping her to cope and to see a clearer future
- Completed a first aid course

Experience

Home visiting volunteer, Home-start (2008 – 2011)

- Responsible for visiting families at home who are in need of some support.
- Listen to individuals' needs and assess how I can help them and improve their situation.
- Provide a sympathetic ear, a shoulder to cry on and someone to laugh with.
- Help people to keep appointments or access local services or just 'connect' with their local community.
- Provide an extra pair of hands to help people cope with everyday parenting situations, or practical help with activities like playing or reading stories.
- Provide a regular progress report to Home-start offices.

Sales assistant, River Island (2001 – 2005)

- Serving and advising customers, giving information on products and prices, helping customers to find the goods they want, advising on the availability of stock.
- Taking payment by cash or card.
- Stacking shelves or displaying goods in an attractive way.
- Promoting any special offers or store cards.
- Ordering goods that are unavailable.
- Handling any complaints or passing them on to a manager.

Disabled riding school volunteer, Cowley Stables (2000 – 2001)

- Interact with the disabled children to ensure they have a lovely time.
- Led pony and rider around the arena continuously conscious of ensuring a safe environment.

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Education

Pemborough Secondary School (1996 – 2000)

- 3 GCSEs passes (Grade C or above in English, Maths and Food Technology)
- RSA 1 and 2 in Customer Service

Interests

I enjoy reading, listening to music, helping out at the local Brownies and spending time with my family.

References

David South, Manager
Homestart
Sample Street
Sample Town
LZX 1XX
Phone: 000 0000 0000

Claire Grey, Brownie leader
1st Sampltown Brownies
Sample Street
Sample Town
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