

**Thomas Friend  
4 London Street  
Dudley  
West Midlands  
XXX XXX**

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### **Personal Profile**

I am a smart and well-presented individual with an excellent timekeeping and attendance record. I have an outgoing personality with good verbal communication skills. I am able to work on my own initiative but also enjoy working as part of a team. I am willing to work hard and undertake further study and training to improve my skills and gain new qualifications.

### **Education and Qualifications**

Old School, Top Street, Dudley, West Midlands XXX XXX

GCSEs (July 2013)

Maths (D), English (D)

COPE (Certificate of Personal Effectiveness) Level 1 Award

### **Skills and work-experience**

I did my school work-experience in Big Store in the retail park. While I was there I worked in the warehouse where I helped with stock rotation, receiving deliveries, checking paperwork, stocking up the shelves and helping customers to take heavy items out to their cars. I received an excellent reference from the manager which stated that I am a good team worker, I completed all my tasks and that I am reliable.

I often take care of my nephews who are aged 2 and 4 while my sister is out at work in the evening. She relies on me to look after them. This is a very responsible position and I need a lot of patience but I also enjoy it.

### **Hobbies and interests**

I am a member of our local boxing gym and intend to fight at a higher level if I can in the future. Boxing helps me to be disciplined and fit. My trainer has recently asked me to take on the responsibility of showing new members around, making sure they know how to use the lockers and talking to them about how they should behave.

### **References:**

Mrs D. Tutor  
Head of Year 11  
Old School  
Top Street  
Short Town  
Postcode

Bernie Thump  
Trainer – Box-Big Club  
Community Centre  
Top Street  
Short Town  
Postcode