Joe bloggs **|** *sales assistant*

1234 tHE STREET, LONDON n1 2dy **|** tel 123 456 78 99 **|** joe@joebloggs.com

personal statement

I am a well-presented articulate Sales Assistant with experience in providing excellent customer service in a prompt and friendly way. My current role is a really fast-paced environment where teamwork, good communication and organisation is essential. I’m highly motivated, target driven & always happy to pitch in to ensure the team’s success. I’m currently part time and therefore looking for a full time role.

work history

**Sales Assistant**

May 2018 – Date **|** Zara, 1 Oxford St, Soho, London

As a Sales Assistant for Zara, my role is to help customers to feel great! I work as part of an amazing team, in an environment where a love for fashion is essential! My responsibilities include customer service, replenishing the shop floor, making health & safety checks and following policies, and supporting other teams as and when needed.

* I have won the fortnightly ‘dress a mannequin’ competition 6 times in the past year.
* My Units Per Transaction (UPT) monthly average was highest of the team 3 times in the past year.
* Our team beat our daily, weekly & monthly targets 94% of the time in the past year.

**Sales Assistant**

June 2016 – April 2018 **|** Top Shop, Meadowhall, Sheffield

Working in Meadowhall is a very fastpaced and busy environment, where great teamwork is essential for success! As a Sales Assistant for Top Shop I was responsible fo handling deliveries, putting out stock and maintaining the shop floor and back of house, delivering amazing customer service to customers and driving sales. We had high team targets to meet and great communication with the manager and team as to what was working brand/style wise was fundamental to hitting these.

* My UPT was highest of the team 12 times during my time at the store.

Qualifications

**C&G NVQ in Distribution, Warehousing and Storage Operations**

August 2019 **|** Soho College

This valuable course taught me a wide range of important skills for retail, including customer service, employee rights and responsibilities, logistics, order picking, packaging, general retail skills, supply chain management and a lot more.

**A Levels**

September 2014 – June 2016 **|** Toot Hill Comprehensive, Bingham

English (B), Maths (C), Biology (C)

**GCSEs**

September 2008 – June 2014 **|** Toot Hill Comprehensive, Bingham

9 GCSEs grade C and above, including English (C) and Maths (C)

skills

* Target driven, highly motivated and capable of motivating other team members
* Capable trainer, having trained up numerous members of staff
* Able to supervise, having supervised junior members in my current role
* Used to working in a very busy environment under pressure
* Great organizational and time management skills
* Capable of problem solving and working on my own initiative
* Well presented with a great eye for fashion and a passion for the industry

interests

I love sewing and designing my own clothes which make up most of my wardrobe. I regularly attend fashion shows and screenings for both high street and designer fashion. I also post about fashion regularly on Instagram and have 25,000 followers.

references

Available from my current and previous employer on request.

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