

John Smith

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SK22 4QP

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or 07999 663 554 (evening)

E-mail address: jsmith@plainenglish.co.uk

Age: 25

Education and qualifications

2000 to present Durham University, BA (Hons) English studies

1999 to 2000 Dove Holes College, Buxton, access course (MAFP)
Subjects included: English literature, psychology,
sociology and history.

1987 to 1992 The Triardan School, New Mills, GCSEs
Maths (A); English language (C);
English literature (C).

Work experience

**April 2001 to
September 2001** Office assistant: Andrew's Solutions, New Mills

I helped to write courses which are used on the Internet.

I provided quick and efficient help in letter writing, sending out important information, filing, faxing, finding valuable information on the Internet and much more.

**July 1994 to
February 1998**

Sales executive: The Plexia Group PLC, Chinley

I was responsible for contacting and visiting existing, potential and past customers throughout England.
I designed and wrote a new company leaflet. The company sent this out to all potential customers in the UK, helping to increase sales.
I organised and co-ordinated transport, planning collections and deliveries for three vehicles.
I was in charge of my own administration: letter writing, contracts, accounts, updating computer databases, answering the phone and much more.

**January 1994 to
April 1995**

Bar person: The Dandy Cock, Debley

I worked well under pressure and, at times, in an abusive atmosphere.
I learnt to defuse difficult situations in a diplomatic way.
I gained good communication skills and performed well within my work team.

Further information

I am fully competent in using Microsoft Office packages such as Word, Excel and PowerPoint.
My typing is of a very high and fast standard (70 words a minute).
I am very confident, use my initiative and work well within a group.

Interests

Mountain biking and walking: I enjoy exploring and taking challenging routes.
Reading: from current affairs to novels.
Swimming: as relaxation.

Referees

Homer Simpson
1501 Evergreen Terrace
Springfield
Cheshire
SK2 5FW

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Tony Maher
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