

## **Name**

Contact number:

Email address:

Home address:

## **PERSONAL STATEMENT**

A recent business economics graduate with a 2:1 honours degree from the University of X looking to secure a Graduate Recruitment Consultant position. Driven to have a career in the industry due to XYZ. Suitable for the role because of personal attributes such as XYZ.

## **EDUCATION**

University Name (2021 – 2024)

2:1 BSc. (Honours) Business Economics

Key Skills gained:

- Modules include...
- Skills gained...
- Ability to...
- Accomplished...
- Proficiency in...

Notable Modules and achievements - ...

College/School Name (2019 – 2021)

A-levels:

- History – A
- Business Studies – A
- Mathematics – B

**School Name** (2014 - 2019)

10 GCSEs, grade A-C including Maths and English

## **WORK EXPERIENCE**

## Sales Associate, Company Name. Location (April 2021 – Present)

### Key results:

- Achieved four out of five revenue targets, equating to over 150% against overall targets set during entire period of employment.
- Personally billed over £25,000 since starting position.
- Demonstrated resilience and ability to upsell products, consistently meeting KPIs set for adding more value to sales.
- Significantly improved negotiation skills, regularly converting customers from point of enquiry to sale, something which earned me Sales Assistant of the month during the month of June.

## Retail Assistant, Shop Name. Location. (2019 – 2021)

### Duties include:

- Serving customers in a polite and professional manner.
- Always ensuring high level of stock management efficiency.
- Helping train new team members in key competencies.
- Cash handling.
- Demonstrating an in-depth knowledge of key health and safety standards used within the industry.

## **HOBBIES AND INTERESTS**

I have a keen interest in sports and have played hockey for my University's 1<sup>st</sup> Team. I was vice-president of the X club during my time at university, and during this period I organised a number of very successful events both on and off campus.

I have also competed in XYZ, taken part in Young Enterprise and I play the piano to grade 8 standard.

## **REFERENCES**

References are available on request.