

### Jane Doe

Anytown, GU1

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## Profile

Level 2 Carpentry & Joinery student, looking for an opportunity to enter the construction industry when my course finishes in Summer 2020. Enthusiastic and keen to learn, my highest marks have been in first fixings assessments. Enjoy team projects and have an aptitude for problem solving.

## Skills

- Able to read and work to technical drawings
- Experience communicating with customers to understand and work to a brief
- Strong attention to detail, completing work to the highest standards of quality
- Organised and able to keep calm whilst working to multiple deadlines
- Excellent knowledge of health and safety, with my own PPE

## Education

### Level 2 Carpentry, Anytown College

Sept 2019 – July 2020

- Handle hand and power tools including a range of saws, chisels, drills and planes
- Follow health and safety regulations whilst working on live carpentry projects/sites
- Pick and prepare the appropriate materials for a range of carpentry tasks
- Carry out first and second fixing operations on real projects, including:
  - Built a roof structure and laid floor joists
  - Constructed stud partitions
  - Fixed architrave and skirting
  - Installed kitchen units and repaired a windowsill
- Draw plans by hand, label them appropriately and explain work in full to my tutor
- Accurately measure materials, calculate quantities and minimise wastage
- Meet strict deadlines - multi-tasking and planning my own time effectively

### Level 1 Multi-trades, Anytown College

Sept 2018 – July 2019

### GCSEs, Anytown College

Sept 2018 – July 2019

- English Language (4) and Maths (4).

### GCSEs, Anytown School

Sept 2013 – July 2018

- 5 GCSEs grades 3-5, including English Language (3) and Maths (3).

## Work History

### Delivery Operative, The Evening News

2017 – present

- Logically approach problems, e.g. missing supplements, solving them to the satisfaction of customers
- Work outdoors (in all weathers), cover early morning shifts and lift and carry heavy loads
- Meet delivery deadlines by planning and following the most efficient routes

### **Construction Work Experience, Constructors 'R Us**

#### **April 2019 (1 week)**

- Spent time on a live, residential construction site, adhering to all health and safety regulations
- Helped move materials around the site
- Communicated with a range of tradespeople & fuelled my passion for carpentry

### **Hobbies**

Am a Young Leader at Scouts and enjoy helping younger Scouts with tasks within the weekly meetings and at camps. Like playing football and our team is currently second in the Anytown Sunday League. Also regularly play online multiplayer online games which has helped me to develop strategic and verbal communication skills.

### **References available on request**