



## David Jones

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123 Your Street	Mobile Number
Town	Email Address
County	Social Media
Postcode	Website

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I am a hard-working graduated student who is passionate about writing, business and media. I have a strong set of skills that would make me a successful candidate for this internship. I am a fast learner, have strong enthusiasm for the industry and an energetic nature that is suited to a fast-paced environment.

### Education

Establishment	Dates	Qualifications
Secondary Comprehensive School	2007 – 2014	11 A* - C GCSEs
University of Higher Education	2014 – 2017	BA (Hons) 2.1 English

### Work Experience

Establishment	Dates	Role
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<b>Food Restaurant</b>	<b>2012 – 2013</b>	<b>Waiter</b>
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Working as a waiter taught me patience, teamwork and clear communication skills. I worked well under pressure and was motivated to provide excellent customer service.

<b>Clothing Retailer</b>	<b>2013 – 2014</b>	<b>Customer Service</b>
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Retail gave me excellent attention to detail as I was in charge of the displays. It also improved my business skills and responsibility as I monitored and ordered new stock.

<b>Local Newspaper</b>	<b>2015 – 2016</b>	<b>Trainee Journalist</b>
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Working as a trainee journalist allowed me to fine tune my writing skills and taught me how to perform well on a tight deadline. I thrived in the fast-paced environment and become much more confident.

## Skills

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### **Strong IT skills**

Ability to use Excel, Google Docs, Photoshop and Illustrator.

### **Excellent leadership**

I can confidently lead a team or work successfully work on my own.

### **Creative writing**

I have strong writing abilities and can adapt to a wide range of genres.

### **Time management**

This has always been my strong point and I have never missed a deadline.

### **Problem solving**

I am confident in using my own initiative to figure out the best solutions.

### **Adaptability**

I have a thirst for knowledge and look forward to adapting to new challenges.