

## Bob Smith

10 King Road  
Dudley  
West Midlands  
Dy6 8aT  
Bobbybaybeeeeeee@hotmail.com

### Personal Profile

I like to play football in my spare time. I like to cook in my spare time. I like to read in my spare time. I have done charity work before. I done voluntary work before.

### Work History

**Jan 2015 to Feb 2016**

**Job Title: Shop Assistant**

In the shop I would stack the shelves, talk to the customers, count the correct change, close up at the end of the day, open up in the morning, help with the accounts and clean the floor.

**Feb 2016 to Present**

**Job Title: Office Admin Assistant**

In my present job I do the photocopying, make the tea and coffee, organise the post going out, organise the post going in, make spreadsheets, type up minutes from meetings.

### Key Achievements:

**I got my Duke of Edinburgh Award.**

### Education and Qualifications

Qualification	Grade	Subject	School/College/Awarding Body	Year
GCSE	E	English	Dudley Community Secondary School	2014
GCSE	D	Science		
GCSE	E	Drama		
GCSE	E	French		
GCSE	A	Maths		

### Interests and Activities

I like to walk dogs, my favourite dogs are probably spaniels, but I also like poodles. I like to take them over the park but sometimes I take them by the canal, as walking is a favourite activity of mine. I don't mind golden retrievers either, my friend has one of them.

I also won Junior Masterchef and can take apart and rebuild computers.

### References

Mr Jones  
Head Teacher  
Dudley Community Secondary School  
West Midlands  
Dy6 8aT

01384 287756

Uncle Jeff  
19 Cable Road  
West Midlands  
Dy7 8EW

01384 285649