Personal statement

I am a reliable, punctual and easy-going person, with the ability to build good relationships, earn trust and respect, I am able to develop myself in a role quickly and I am also flexible into adapting to different working environments. I am an excellent problem solver, using my initiative when needed most. I can work well under pressure with a keen and eager attitude to constantly learn and gain valuable experience. With a raw passion for engineering, I am eager to take on new challenges that will develop my knowledge and skills and can transfer across settings are required.

Key Skills

* Excellent communication skills, both written and verbal
* Able to remain calm and diffuse difficult situations
* Excellent attention to detail and accuracy of work.
* A good level of numeracy and literacy skills
* Excellent attention to detail and accuracy of work
* Excellent problem solving skills and very self motivated

Employment History

Name of organisation, job title

(Sept 2018 to Feb 2019 –)

Achievements and responsibilities:

* List the responsibilities involved with this role

Name of organisation, job title

(Sept 2018 to Feb 2019)

Achievements and responsibilities:

* List the responsibilities involved with this role

Name of organisation, job title

(October 2007 – May 2010)

Achievements and responsibilities:

:

* List the responsibilities involved with this role

Education

College/School Name

(September 2004 – June 2006)

A-levels**:**

* General Studies – B
* English – C
* Mathematics – C

****School Name****

(September 1998 – June 2004)

10 GCSEs, grade A-C, including Maths and English

Hobbies & Interests

Add in a few lines here to give a flavour of your interests.

References

References are available upon request.