

ALEX JOHNSON

Salford, Greater Manchester

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Personal Profile

Motivated and reliable Year 11 student currently studying for GCSEs at Example High School. A confident communicator with strong teamwork, organisation, and problem-solving skills developed through school, extracurricular activities, and work experience. Quick to learn new tasks, highly punctual, and eager to gain further experience in a professional environment. Seeking a part-time role or apprenticeship opportunity where I can contribute positively while continuing to develop workplace skills.

Work Experience

Teaching Assistant Placement

Oakwood Primary School, Salford

July 2025 (1 Week Work Experience Placement)

- Assisted teachers in preparing classroom materials and learning activities.
- Supported pupils with reading, spelling, and basic maths tasks.
- Helped supervise children during break and lunchtime activities.
- Organised classroom resources and maintained a tidy learning environment.
- Demonstrated patience, communication, and responsibility when working with younger children.
- Received positive feedback from staff for enthusiasm, professionalism, and willingness to help.

Family Business Assistant (Part-Time)

2024 – Present

- Assisted with stock organisation and inventory checks.
- Helped greet customers and answer basic enquiries.
- Supported administrative tasks including filing and record keeping.
- Developed customer service and communication skills.

Key Skills

Communication

Able to communicate clearly and professionally with teachers, classmates, customers, and members of the public.

Teamwork

Experienced working collaboratively through school projects, sports teams, and work experience placements.

Time Management

Consistently completes assignments on time while balancing school commitments and extracurricular activities.

IT Skills

- Microsoft Word
- PowerPoint
- Excel (Basic)
- Google Workspace
- Internet Research

Problem Solving

Able to identify issues and suggest practical solutions when working independently or as part of a team.

Education

Example High School, Salford

September 2022 – Present

Predicted GCSE Grades:

- English Language – Grade 7
- English Literature – Grade 6
- Mathematics – Grade 7
- Combined Science – 7-7
- Geography – Grade 6
- Computer Science – Grade 7
- Business Studies – Grade 6
- Religious Studies – Grade 6

Relevant School Activities

- Member of the School Council
- Participated in Careers and Employability Workshops
- Regular attendee at Coding Club

Achievements

- 100% attendance award (2024–2025)
- School football team member
- Bronze Duke of Edinburgh Award participant
- Certificate of Achievement in Mathematics
- Successfully completed school work experience placement

Volunteering

Community Fundraising Event Volunteer

Salford Community Centre

2025

- Assisted with event setup and visitor registration.
- Helped direct visitors and answer questions.
- Supported fundraising activities that raised money for local community projects.

Interests

- Football and fitness
- Technology and coding
- Reading non-fiction books
- Volunteering in community events
- Learning about business and entrepreneurship

References

Mrs Sarah Williams

Head of Year 11

Example High School

Available upon request