

Learner 3: Achieved

Intended for teacher use only

J _____ Y _____

Personal details

Address: 75 C _____ Road

U _____

A _____ 3 _____

Phone: +6422 _____

Email: J _____ @ _____

Personal Statement

I am currently a year 13 student at S _____ High School. I am a punctual and reliable person. I hope to get a part-time position in retail to develop my sales skills. My long-term goal is to be a manager in retail. I hope this job would increase my knowledge and provide opportunity for personal growth.

①

Skills

Good time management skills

- ② • I have good time management skills as I can break broader goals into smaller parts and focusing on one step at a time.
- ③ • I often create daily, weekly and monthly “to do” lists. When there is a lot of school work it helps me avoid forgetting something important.
- ② • I am able to complete the most important tasks in an order that makes sense as prioritizing a list of projects and focusing on the tasks with more immediate deadlines.
- I am a punctual person who attends class most of the days.

Foreign language skills

- **Chinese:** Chinese is my native language. I am able to speak with Chinese costumers who come to visit your shop.
- ③ • **English:** My English is at conversational level. I am able to express myself in this language and can exchange ideas with anyone who speaks this language.

Self-motivation skill

- 4 • I have personal drive to take each opportunity and the desire to improve or meet certain standards.
- 4 • I am an optimistic person who can keep going and pursue goals in the face of problems. Which allows me to perform well under pressure and against aggressive deadlines in any pressure environment.

Work history

- Worked as a waitress at school at scholar's dinner recently.
- Worked as librarian at school in china.

Education

NCEA level 2, S _____ High school, A _____, 3 _____

- Subjects:
- Chemistry (achieved with merit)
- Mathematics (achieved with merit)
- Catering (achieved)
- ESOL (achieved)
- Home economics (achieved with merit)...

Interests and hobbies

- 1 In my spare time I enjoy playing guitar, drums and reading English novels, I have always been a keen reader, I found it relaxing and keeps my mind active. I am also enjoy to cook with my homestay mother sometime to develop my cooking skill.

Referees

H _____ R _____
Intermediary agent, A _____
Phone: +64021 _____
Email: R _____ @ _____.

B _____ T _____
ESOL Teacher, S _____ High School
Phone: +64021 _____
Email: B _____ @ _____.

396 words