

**James Todd**  
**15 Albert Terrace**  
**Anytown**  
**Somerset**  
**ZX4 3NT**  
**(00123) 444333**

A highly motivated college leaver with work experience in the tourism and retail sector. I am competent and reliable with an outgoing personality. Working with the public and interacting with other staff members means I can communicate effectively at all levels. I quickly adapt to new situations and work well independently and as part of a team. I recently completed a BTEC National in Travel and Tourism and I am seeking a position where I can develop my broadbased and thorough education within the travel and tourism field.

**EDUCATION AND TRAINING:**

2005 - 2007                      Anytown College  
   BTEC National Travel and Tourism  
   The course covered all aspects of travel and tourism including:

- Human resources                      ● Marketing
- Finance                                      ● Conversational French
- Business systems                      ● Conversational German

2000 - 2005                      Westdene School  
   8 GCSEs - English Literature (C), English Language (B), Maths (C),  
   Double Science (C/C), Geography (B), French (C) and Physical Education (C)

**EMPLOYMENT:**

2005 - 2006                      Saturday job and holiday work, retail assistant at G P Smith in Anytown

- Provided customer service
- Handled cash
- Displayed stock
- Ordered stock for customers via computer

May 2004                              Work experience at Clover Castle, Herethere

- Conducted tours
- Dealt with visitor enquiries
- Helped serve food in the café

**PERSONAL DETAILS:**

Date of Birth                              01/02/89

Interests                                      I am an active member of an amateur dramatics club involving both stage management and acting. I also enjoy cycling and football.

**REFERENCES:**

Mr P Stevens Course Tutor Anytown College Spring Road Anytown ZX5 6AB	Mrs J Peat Manager G P Smith Tate Road Anytown ZX3 7CD
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