

Office Junior CV Example - Template

Your name - number

1 Job Hunter Way, Employmentville, UK. EM1 5LO

Your email address here

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Professional Profile I am a fresh and enthusiastic office worker. I am capable of turning my hand to just about anything require of me. I enjoy general duties as it keeps me from allowing a job to become tedious. I am fully proficient in faxing, scanning and emailing.

- Very keen.
- Sensible and practical.
- Approachable and Friendly.
- Conscientious.
- Highly organised.
- Tidy.
- Keen attention to detail.
- Flexible.
- Hard Working.

Professional Qualifications. Willing to work for these!!

Work History **January 2010 - Present**
Office Junior, File and Clip, London
Working in this large correspondence and direct mailing centre as an office junior it was my job to do whatever was asked of me. Being fresh out of school, I had to learn some things from scratch such as faxing and filing, scanning and printing with a large office printer. I am now very confident with those. I am happy to open letters, scan them, and respond to them if required. I enjoy filing as I am quite a tidy person naturally. I also enjoyed taking phone calls and messages for colleagues. I would have to send inter office emails to keep everyone abreast of issues. I was also solely in charge of the stock room, and the ordering of any stock we needed which was quite a responsibility.

January 2008- January 2010
Office Helper, London Secondary School, London
Whilst I was in school I would assist the librarians in the Learning resources centre. This would include teaching other pupils how to operate the printer and scanner, ensuring that the books in the library were kept in the correct orders, and returns placed in the right place. I would also help to keep the files of who had lent which books, and assist in the recovery of missing books. I would occasionally have to supervise the library and maintain the peace if the librarian had to step out.

Education GCSE 10xA Grades including English, Maths and Science.
Londonberry Comprehensive School
London
2010

References References are available on request, or in writing to the above previous employers.

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