

Sample CV

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John Smith

Mobile Number. Email address.

John is a retail superstore manager with 9 years of commercial management experience. Until relocating from London, he was successfully running an out-of-town electrical and white goods superstore for a national chain. He is currently looking for a role within daily commuting distance Bristol, either running a superstore or with area responsibility for a number of smaller stores. John can:

1. Maximise store revenue.
2. Control overheads and stock (inventory control).
3. Make and adhere to P&L projections.
4. Ensure operations are compliant with all applicable regulations, minimising exposure to potential claims or fines.

Employment

March 2003-Current

XYZ PLC Senior Retail Manager, London

ABC PLC is a national chain of 200 retail stores operating under the ABC and XYZ brands. As a group they employ 2000 staff, turnover £123M in sales and account for x% of the UK white goods and electrical market.

As one of only 15 out-of-town superstore managers, John enjoyed a high-profile role that was equivalent in seniority to the 30 area managers. His store was responsible for generating an annual turnover of £x and a gross profit of £x, with over 200 staff reporting directly and indirectly to him. John's primary achievements were:

1. Reducing inventory by 15% (worth £x).
2. Reducing staff headcount, saving £x in 2000.
3. Reduced staff turnover, which improved morale, service levels and knowledge of products and regulations.

March 1997-December 1999

Various positions. London.

During this period John worked for two organisations (no longer trading) that employed him as a retail assistant, supervisor and shift leader.

Education/Skills

1. List examinations passed.
2. List industrial training.

MS Office: 5 years experience. Expert user (current). SAP: 2 years experience. Intermediate user (last used February 2003).

Personal information

1. Home address
2. Home telephone number
3. Nationality
4. Availability
5. DOB
6. Marital Status (optional)
7. Number of dependants (optional)
8. Hobbies/Interests (optional)
9. Referees