

Example CV if you have a criminal record: 'After' the feedback has been implemented

Andrew Bailey

100 No Road, Chatham, XY18 6AA

07123 456789

a.bailey@nowhere.com

Personal Profile

I am a hard-working, motivated and responsible person who is seeking to build on the experience I have gained as part of the personal training team at Blogg's Gym. I am interested in undertaking further training to help me to start a career as a Personal Trainer.

I am studying towards a degree in Sports, Fitness and Coaching with The Open University. I also have a relevant NVQ Level 2 qualification.

Recent Achievement

In September I took part in The Great South Run in Portsmouth. I trained for the event for 8 months and raised over £1,100 in sponsorship for Crisis – the national charity for homeless young people.

Skills Profile

- Experience in setting realistic short and long term goals with clients
- Delivered education programme about healthy lifestyles
- Motivated clients with disabilities/ health issues in following programmes safely and effectively
- Measured clients' progress: measuring heart rate and body fat levels
- Knowledge of Microsoft Office applications, including Word, Excel, and PowerPoint
- Ability to manage my own time and workload – I have worked and studied at the same time
- Self-motivation and commitment to own learning and development

Qualifications

2016 – present

The Open University

Working towards a degree in Sports & Fitness

Modules completed:

- Introduction to sport, fitness and management
- Working and learning in sport and fitness
- Sport and conditioning science into practice
- Making your exercise instruction certificate count

2015

Register of Exercise Professionals

Level 2 Instructor (Gym)

2001 – 2003

In-Train Ltd, Maidstone

NVQ Level 1 & 2 Warehouse and Storage (Day Release)

2001

St. Gregory's Comprehensive School, Sittingbourne

2 GCSE passes (grades A-C) in Design Technology and ICT

Employment & Work Experience

May 2016 – Present *Assistant Personal Trainer* **Blogg's Gym, Chatham**

- Assisting in delivery of range of exercise classes
- One-to-one support for clients
- Assisting in induction programme for new clients
- Ensuring equipment functional and clean
- Administrative duties

Aug 2011 – May 2016 Experience gained:

- Open University student
- Gym assistant
- Initiated and ran 5-a-side football competition
- Listener (Samaritans)
- Assistant in delivering adult literacy classes

2007 – 2011 *Warehouse Assistant* **Wilson's Wholesale, Maidstone**

Main Duties:

- Taking delivery of goods and supplies
- Storing goods
- Moving stock using a forklift truck
- Picking and packing orders
- Loading goods for dispatch
- Keeping records of stock
- Driving delivery vehicles

Additional information

- I am a qualified Fork Lift Truck Operator (NTPC Level 2)
- I have a current First Aid Certificate
- I have a full, clean driving licence

Activities and interests

I enjoy cycling, running and play for my local football team. I am a local community volunteer for 5 hours per week.