Josh Clarke

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School leaver with strong GCSEs looking for a first full-time role in an office or customer team

PROFILE

Motivated school leaver with 7 GCSEs including Maths and English, and a week's work experience in a busy estate agent's office. Organised, confident on the phone and keen to learn, with a strong attendance record and a Bronze Duke of Edinburgh's Award.

EDUCATION

GCSEs, Westhoughton High School

Bolton | Sep 2019 – Jun 2024

- 7 GCSEs at grades 9–4: Maths (6), English Language (6), Science (5-5), Business (6), Geography (5), Computer Science (4)

EXPERIENCE

Work Experience Placement, Hartley & Moss Estate Agents

Bolton | Jun 2024 – Jun 2024

- Answered phone enquiries and took accurate messages for 4 negotiators during a one-week placement.
- Updated property details on the office spreadsheet and filed tenancy paperwork.
- Received positive written feedback from the branch manager on reliability and manners.

Paper Round, Daily News Newsagents

Bolton | Sep 2022 – Present

- Deliver newspapers to 60 homes before school, six mornings a week, in all weathers.
- Collected weekly payments from customers and handed in accurate cash totals.

Year 11 Prefect, Westhoughton High School

Bolton | Sep 2023 – Jun 2024

- Helped run open evenings, showing parents and pupils around the school.
- Supported Year 7 pupils at lunchtime and reported concerns to staff.

SKILLS

Customer service, Telephone manner, Microsoft Excel and Word, Cash handling, Time management, Teamwork, Reliability

ACHIEVEMENTS AND INTERESTS

- Bronze Duke of Edinburgh's Award (2023)
- Plays Sunday league football; team captain in 2023-24
- Full attendance award, Year 10