

Ilishba majid. - 2425411

Business skills for the workplace

Employability and career development LCLM4005

Mock interview

Job Advertisement

Job Title: customer advisor

Company: Boots Uk

Location: London, Knightsbridge

Salary: £12.40 - £14.13 per hour

<https://www.boots.jobs/jobs/268071br-customer-advisor-london-knightsbridge>

Job Description: helping customers on the job floor, working on tills handling payments, give product advise, keep store clean and organised, refill shelves and manage stock.

Person Specification: Friendly, reliable, and customer-focused individual with strong communication skills. Enjoy working with people, supporting customers, and working in fast-paced environments. Strong teamwork skills, good organisation, and a positive attitude. Keen to deliver excellent service and represent Boots in a professional manner.

CV

Profile

Customer Service Experience:

- Provided friendly and professional service to customers
- Answered questions and helped resolve basic issues
- Maintained clean and organised work areas
- Handled payments accurately
- Supported team members during busy periods

Mehndi Artist (Self-employed):

- Worked directly with clients
- Managed bookings and appointments
- Provided professional customer service
- Handled payments
- Built strong client relationships

Press-on Nail Business (Founder):

- Communicated with customers
- Processed orders
- Managed social media
- Handled customer queries
- Delivered high-quality service

Key Skills

Education

Certificate of Higher Education in Business Skills for the Workplace
[Your University Name], Birmingham | 2024–Present

Experience

Interests

Beauty trends, small business development, creative design, customer interaction.

Cover Letter

Dear Hiring Manager,

I am writing to apply for the Customer Advisor role at Boots in Knightsbridge. I am a friendly, reliable, and hardworking individual who enjoys working with people and delivering excellent customer service.

I have strong communication skills and enjoy helping customers feel comfortable and supported. Through my experience working with clients in my self-employed roles, I have developed confidence, patience, and strong problem-solving skills. I am organised, reliable, and able to remain calm in busy environments.

I enjoy working as part of a team and always aim to contribute positively. I take pride in maintaining a clean and organised workspace and ensuring customers receive a high level of service. I believe my positive attitude and strong work ethic make me well suited to this role.

Thank you for considering my application. I would welcome the opportunity to discuss my application further.

Yours faithfully,

Ilishba Majid