



Prifysgol Cymru
Y Drindod Dewi Sant
University of Wales
Trinity Saint David

University of Wales Trinity Saint David (UWTSD)

Module Name: Employability and Career Development

Module code: LCLM 4005

Assessment Title: Component 1

CV and Cover Letter

CerTHE Business Skills for the Workplace

Submitted by:

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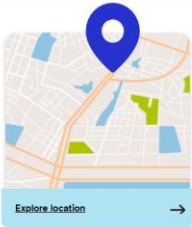
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Job ID: JR-14646

Job Status: Employee - Fixed Term

Category: Retail Assistant

Date posted: September 30, 2026



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RETAIL ASSISTANT

Location: Primark West Bromwich

Pay rate: £13.00 per hour

Employment type: Fixed Term Contract (End Date- 09th January 2027)

Job type: Part time

Contracted hours: 8-16 hours per week

Shift pattern: Full flexibility required varied shifts including mornings; afternoons; evenings and weekends and weekdays (08:00-21:00)- all will be discussed at interview.

Eligibility:

- Primark can only employ individuals who are above the compulsory school leaving age in the country where they will be employed. For roles in the UK, further information is available at: <https://www.gov.uk/know-when-you-can-leave-school>
- You must have right to work eligibility in the UK. Please verify the contracted hours for this role if you have visa restrictions that limit the hours you can work.
- Applicants must be aged 18 or over where the role requires regular working hours before 6:00am or after 11:00pm, due to legal restrictions on the working hours of young workers.

BECAUSE OPPORTUNITIES ARE ENDLESS

Here at Primark, we love to do things our way. We help our customers keep up with high fashion at affordable prices. We do everything with passion, high standards and care around here. And if that sounds like you - join us as a Retail Assistant.

Because you matter

How can I help you?

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around here. And if that sounds like you - join us as a Retail Assistant.

Because you matter

People are at the heart of what we do, so it's essential that we provide you with the right environment for you to perform at your best. We offer benefits that put YOU first.

- Salary: We offer a very competitive salary.
- Balance: Enjoy flexibility with accommodating shifts.
- Pension: Secure your future with a generous pension scheme.
- Discounts: Use your employee discount in any store.
- Support: Explore our wellbeing initiatives and employee assistance programmes.
- Holiday: Enjoy generous holidays, based on your hours.
- Development: Career's pathways are available to help you reach the next level.

What you'll do

As a Retail Assistant you'll be making customer's day, every day. Here's a taste of what that looks like in action.

- Providing customers with an amazing experience as you assist them with things like sizes or styles, purchases or returns.
- Setting up a good looking shop floor with full shelves, tidy fitting rooms, and a sales floors that showcases all the latest fashions.
- Deliver a fast and friendly experience at till points, processing queries, voids and returns.
- Receiving, unpacking, and checking off new deliveries. Getting our products out onto the sales floor making sure they are correctly priced - all while making sure customers have a great time while shopping.

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What you'll bring

We love to delight our customers with amazing in-store experiences and that starts with you! Here's what you'll need:

- You're passionate about people and creating an amazing experience.
- You're honest, a strong communicator who can also listen, share ideas and get involved where needed.
- You're organised and have excellent attention to detail.
- You're a team player with high levels of motivation, a positive attitude and a willingness to learn.
- You're interested in fashion and the latest styles and trends.

Excited? Great!

THIS IS RETAIL OUR WAY! APPLY NOW!

Our fashion isn't one-size-fits-all and neither is our culture. Primark promotes equal employment opportunity, we strive to create an inclusive workplace where people can be themselves, access opportunities and thrive together.

If you require extra support at any stage of the selection process, please get in touch with our team at removingbarriers@primark.co.uk.

#LI-DNI

REQ ID: JR-14646

Apply

How can I help you?

RUT-CARMEN MARCU

Birmingham | 07477986059 | Carmenmarcu20@gmail.com



PERSONAL PROFILE

Motivated and organised Business Management student currently studying part-time at the University of Wales Trinity Saint David (UWTSD). Previous customer-facing experience in a café environment, including serving customers, taking orders and handling payments. Strong communication and teamwork skills, with good attention to detail and listening skills. Now looking to build on existing experience and develop new skills within a retail environment.

KEY SKILLS

- Customer service and communication
- Teamwork and collaboration
- Good listening skills
- Strong attention to detail
- Organisation and time management
- Handling payments and operating a till
- Working effectively in busy environments
- Positive attitude and willingness to learn
- Ability to follow instructions and procedures

WORK EXPERIENCE

Café Assistant | Café, Portugal | May 2017 – July 2019

- Served customers in a busy café environment, providing friendly and professional service.
- Took customer orders accurately and responded to customer requests.
- Operated the till and handled customer payments.
- Communicated effectively with customers and colleagues.
- Worked as part of a team to ensure smooth and efficient service.
- Maintained a clean and organised working environment.
- Developed strong customer service, communication and attention-to-detail skills.

EDUCATION

University of Wales Trinity Saint David (UWTSD)

Business Management – Currently studying part-time

LANGUAGES

- English
- Romanian
- Portuguese

REFERENCES

Available upon request.

Cover Letter- Rut-Carmen Marcu

Rut-Carmen Marcu

Birmingham

07477986059

Carmenmarcu20@gmail.com

Dear Hiring Manager,

I am writing to you to apply for the retail assistant position at Primark in West Bromwich. I am currently studying Business Management at University of Wales Trinity Saint David, and I want to develop my skills in retail and customer service, alongside my studies.

I previously worked in a café in Portugal for around a year, where I took orders, served customers and also on the till. I developed strong communication skills during my role, as well as teamwork skills as I was working with my colleagues in a busy fast-paced environment. I also had to listen to customers carefully when taking orders, for example, which helped me develop my attention to detail.

I am an organized person, with a positive attitude which will contribute well to the Primark team. I enjoy learning new skills, helping customers and being friendly.

I am interested in this role as I want to further develop my customer -service skills in a retail environment, where I will meet different people every day. I will be balancing my studies alongside as well.

Thank you for considering my application. I would be pleased to discuss my application further at the interview and explain how I could contribute to the Primark team.

Yours sincerely,

Rut-Carmen Marcu

<https://careers.primark.com/en/job/west-bromwich/retail-assistant/8171/101351498800>