

Skills CV Template

This type of CV is becoming increasingly common. It is most useful for non-academic roles.

Instead of prioritising your job-based experiences in a chronological way, the skills based CV is centred on a range of different skills that you have acquired. On the example below five key skills have been listed: communication, planning, teamwork, organising and computers but there may be others more suitable for your own industry that you can add.

The Personal Statement is an important part of this CV. You need to explain where your career experience has taken you so far and what your ambition is for your next job. Keep it short and to the point perhaps only a few sentences. Start by listing your career aim, and then say what makes you suitable for the job. An example from a PR job application is:

A motivated, adaptable and responsible graduate seeking an entry-level position in public relations which will utilise the organisational and communication skills developed through my involvement with promotional work during vacations. During my degree I successfully combined my studies with work and other commitments showing myself to be self-motivated, organised and capable of working under pressure. I have a clear, logical mind with a practical approach to problem solving and a drive to see things through to completion. I enjoy working on my own initiative or in a team. In short, I am reliable, trustworthy, hardworking and eager to learn and have a genuine interest in PR.

Taken from <http://www.kent.ac.uk/careers/cv/CVProfiles.htm>

Despite the focus on skills, it is important to remember to summarise your educational background and job history at the end of the CV as employers will want to see this information as well. And include the names and contact details of two referees at the very end.

Name

(Date of birth)

Address

Phone:

Mobile:

Email:

Personal Statement

In a few sentences summarise your career achievements to date and where you want to go from here.

Skills

Communication

- Give examples from your work life, education or personal life that illustrate having good communications skills

Planning/Organising

- Give examples of your experience of project planning

Teamwork

- Give examples from your career history of using good teamwork skills

Training

- Give examples of times when you were involved in training others

Computing

- List your computer knowledge and skills including the programmes that you have experience using.

Education and Qualifications

List undergraduate, postgraduate degrees and professional qualifications, institutions, dates and grades awarded.

Work Experience

In order of most recent first list the jobs you have had including company/institution name, position held and dates

Additional Information

Any other relevant information such as holding a driving license, languages spoken etc..

Referees

List the names, postal addresses, phone numbers and email addresses of two referees who know your work well.