

Skills based example CV produced by:



Sam Example

M.07700000000000

SName@gmail.com

www.linkedin.com/Sam Example

Residential Status: Entitled

Commented [SU1]: Have your name in a larger font to the rest of the text.
No need to add your postal address if you have an email address.
If you have a Linked in profile then put it here.

Personal Statement

An empathetic individual who is passionate about supporting and facilitating independence for clients with diverse needs. Experience of working one to one with a range of clients, building strong and professional relationships with both clients and their families. Practical ability in assessing situations quickly, taking the appropriate course of action where necessary. Now looking for an opportunity in a support worker role to utilise my voluntary experience as well as my transferable skills developed in retail.

Commented [SG2]: This is a short high impact statement. Use key words specific to the role to capture the employers attention and evidence the strengths you say you have.

Key Skill Profile

Communication

- Observant in the mode of communication used by clients and will vary communication style to enhance social interaction as needed. For example, using Makaton or gestures where client has been more responsive to these
- Experience of building effective working relations with clients, their families and other service providers for a joined up approach to service provision whilst volunteering at Autism Together
- Consistent delivery of quality customer service through listening to customers and advising on suitable purchase items

Problem Solving

- Responding to clients presenting challenging behaviour when working at Autism Together, using de-escalation techniques and ensuring client and public safety at all times
- Risk assess all activities taking into account how the person is feeling and what trigger points are present that day
- Identifying and implementing promotional strategies to ensure sales targets are met during quiet sales periods
- Responsible for resolving customer problems and ensuring they leave satisfied

Organising

- Organising appropriate activities for clients, giving consideration to individual care plans
- Management of up to 20 staff; creating staff rotas to ensure appropriate cover whilst considering individual requests, completing staff reviews and organising training where required
- Collating data and producing monthly reports on sales figures

Team Builder

- Fostered a cohesive team environment using weekly team meetings to ensure clear communication
- Motivating staff and encouraging morale during periods of change by introducing team nominated 'employee of the week'

Commented [SG3]: Identify the key skills given in the job description and summarise how you meet these requirements.

Commented [SU4]: Where you have received specific training it is worth bringing this out in your skills.

NB: This CV is based on someone wanting a career change and has used a skills based CV to highlight more clearly the transferable skills and experience needed for the role they are applying for

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Voluntary Work

Autism Together, Befriender May 2013 - Present

Work History

Bridgell Department Store, Retail Supervisor 2007- Present

Bridgell Department Store, Sales Assistant 2005 – 2007

Hair Design, Receptionist 2001-2005

Education and Training

Autism Together
Safeguarding Training 2014
SPELL Training Level 1 & 2 2013

St Johns Ambulance
First Aid 2016

Open University
An Introduction to Health and Social Care 2012-2013

This involved researching case-studies on receiving and working in care services, looking at key concepts around effective communication. Studied how different theories underpin professional practice and built up a good understanding of the care sector and skills for working within care.

St Helier School and 6th Form
A Levels; History (B), English (B), French (C) 1999 - 2001
GCSEs; 8 A-D (Including Maths, English and Science) 1994 – 1999

Interests

Kayaking and sailing, member of Longs Yacht Club.

References

Available on request

Commented [LJ5]: As this is a skills based CV, it isn't necessary to detail specific job duties but make sure you have evidenced your skills well

Commented [SG6]: In this section include all training you have undertaken that is in date and relevant to the role you are applying for. Education should go back to secondary school and all should start with the most recent training or education undertaken going back to your GCSEs.

Commented [SG7]: Include details of relevant study by stating some modules studied or give a brief description.

Commented [SG8]: Details of current interests and hobbies can be useful to include as it gives an employer an insight into your personality and values.

Commented [SG9]: Here it is enough to say "available on request". This saves space and keeps you in control of when your references are contacted and by whom.

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