

The Skills based CV

This can be useful for those with limited relevant experience to showcase your transferable skills. Employers will have a wish-list of competencies they will be assessing you against throughout the recruitment and selection process, you will need to match this in your CV.

Advantages:

- Key skills are clearly shown on the first page.
- You can draw on examples from your studies, work experience, volunteering and leisure time commitments.
- The employer will be able to see that you are using the required skills beyond your course.

Disadvantages:

- This is a difficult style to adopt. Hard evidence is required to make the skills sound meaningful.
- This CV may require significant re-working for each application.
- Don't fall into the trap of using this style as a substitute for describing relevant experience.

Example: Skills based CV

Sam Routledge

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Personal profiles are optional - some agencies like them.
Make it targeted and brief.
For direct applications use a cover letter instead.

Personal Profile

Final year Biology student from The University of Manchester with a practical experience of selling and generating leads within a healthcare business, now seeking an entry-level sales role in the pharmaceutical sector.

Key Skills

Communication & Negotiation

- Persuaded a new client to immediately place an order and set up four client appointments during my internship at Remtech.
- Negotiated a £300 sponsorship deal for the University hockey team with major student venue 'The Lager Lounge.'
- Led groups of up to 30 visitors around the campus during open days, effectively promoting university courses and facilities.
- Delivered a 10 minute presentation of the results of my investigation into competitor products at Remtech to the Sales Director and Marketing Team.
- Successfully trained two new members of staff to perform well in all areas of the business at Lorenzo's restaurant. My supervisor praised me for my 'excellent communication skills'.

Adapt the sub-headings, order and contents of each section for each different application

Teamwork

- Helped organise a trade fair at Remtech.
- Worked in small groups to plan, conduct and write up over 20 experiments.
- Two years' experience (during term times) in a busy restaurant and takeaway, Lorenzo's.
- Assisted Sales Representatives in sales meetings at Remtech. Was able to answer questions and provide data to key clients.
- Keen team sports player, both in serious competition (played hockey for the University 1st team) and for recreation (play softball on a casual basis for my Hall).

Include any positive feedback

Leadership & Co-ordination

- Led a team of five in Lorenzo's, organising staff rotas to ensure cover throughout the shift, to meet customer demand.
- Elected assistant coach of the University hockey team, organising matches, liaising with other Universities, arranging venues, transport and ensuring all players arrived in the right place at the right time.
- Co-ordinated tours of visitors around the campus, briefing tour guides on the routes and ensuring the tours ran efficiently.

Give the context of where you developed the skill

Creative Problem Solving

- Developed a database to keep track of customers and suppliers for a small catering business. Increased turnover by allowing them to record and target customer preferences, and to accurately match orders and invoices.
- During final year project, when key test equipment failed, brainstormed alternatives with supervisor. Discovered similar equipment being used in another lab by a contact of mine, and successfully negotiated sufficient access to deliver the project on time.

Try to begin page 2 with a new section

Additional Skills

- IT Skills - proficient in the use of Microsoft Office, Mat lab, Easy Plot and KaleidaGraph.
- Clean driving licence.
- French - basic conversational (GCSE plus visits).

Education

2013 - 2016 **The University of Manchester**

BSc (Hons) Biology – predicted 2.1

Modules included molecular genetics and molecular and cell biology.

2006 - 2013 **Park Royal High School, Surrey**

A level: Biology (A), Physics (C), Chemistry (A)

AS level: Maths (B)

GCSEs: 9 (5A, 4B, 1C) including English and Maths.

Work Experience

June - Sept 2015 **Remtech Health Products Ltd, Guildford, Surrey**
Internship in Sales Management

2012 - 2014 **Lorenzo's, Pizza Restaurant, Withington**
Team Leader

Sept 2013 - March 2015 **School of Biological Science, The University of Manchester**
Open Day Assistant

Interests and Activities

- Biology Society - active member participating in meetings and events. Recently promoted three talks through distributing posters and flyers.
- Running - completed the Race for Life in 2013 independently raising £75 for Cancer charities.
- Softball - regularly play for the Hall team.

Using a horizontal layout for references may save space.

Referees

Dr David Anders, Senior Lecturer, Faculty of Life Sciences, The University of Manchester, G.30A Stopford Building, Oxford Road, Manchester, M13 9PT. Email: david.g.anders@manchester.ac.uk

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