

CV Guidance Booklet

How to make a CV and Example CVs

4/1/2014

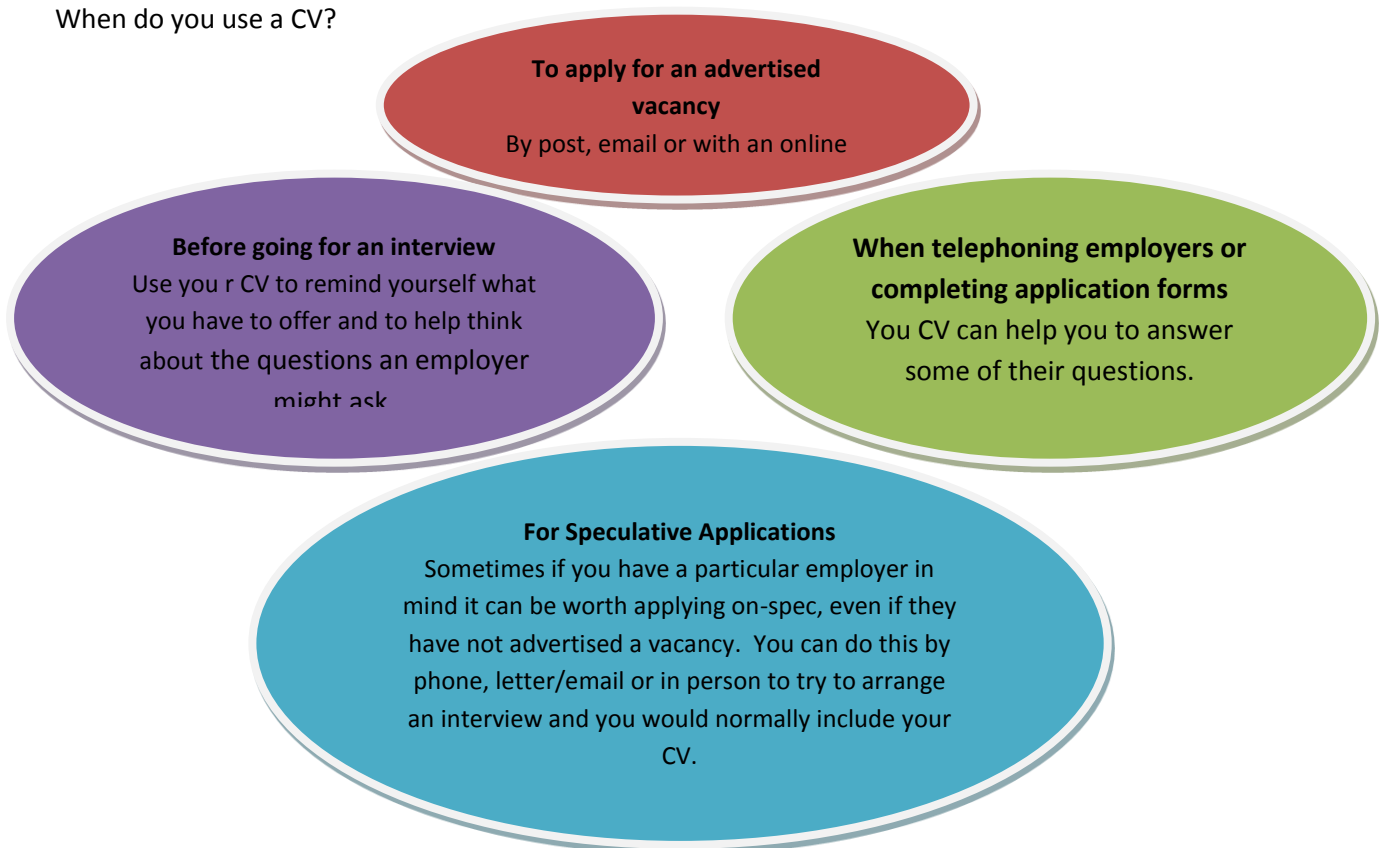


CV Guide

What is a CV?

CV is short for Curriculum Vitae, Latin for 'course of life', and a CV is traditionally a summary of your experience, skills, personal qualities and qualifications. There is no ideal CV that will suit for every job you are likely to apply for. It should be tailored to the job you are applying for by matching your skills, experience and qualifications to the employer's requirements.

When do you use a CV?



Deciding what to put on your CV

Employers use CVs/letters of application to decide who they want to interview. They may rule out CV's which do not highlight the skills needed for their vacancy so it's vital to find out as much as you can about the organisation and what they are looking for in an application.

When there is a job advertisement, read about it very carefully and list the requirements – job title, experience, qualifications required, and specific skills. List your best examples of how you meet these requirements. Be sure to include soft skills like friendly, reliable and hard-working.

Presentation is also extremely important, as companies are likely to reject untidy CVs with spelling mistakes. Give yourself the best chance of getting an interview by preparing a well-presented CV that emphasises how your skills and experience match what the employer is looking for.

Alan Sample

25 Any Street, Any Town, A1 2BC

Tel: 01010 010101

Mobile: 07070 070707
Email: a.sample@email.com

Personal Profile

Hardworking, organised, self-motivated individual who enjoys helping customers with their needs. I have effective communication skills and I am punctual, efficient and take my work seriously. Willing to learn new skills that will help me to progress in a customer service role.

Key Skills

- Customer focused to provide a high level of service at all times, as demonstrated through my current role and my S4 work experience.
- Works well as part of a team and using own initiative, shown through school coursework and group projects.
- Good IT skills, able to use a range of Microsoft packages including Word and Excel.
- Food hygiene certificate, gained during work experience placement.

Employment History

ABC Store, Falkirk

October 2012 - Present

Sales Assistant

- Serving Customers and offering product suggestions. Processing payments and refunds. Ordering stock and refilling shelves and displays.

Falkirk Cafe, Falkirk

June 2012

S4 Work Experience Placement

- Taking customer orders and serving food and drinks. Cleaning tables and sweeping floors.

Education History

Falkirk High School

2007-2012

<u>Subject</u>	<u>Level</u>	<u>Grade</u>
English	Intermediate 2	A
French	Intermediate 2	B
Mathematics	Standard Grade	3
Modern Studies	Standard Grade	3
Physical Education	Standard Grade	5

Additional Information

I enjoy playing and watching sports, listening to music and reading. I am currently learning to drive.

Excellent references available on request.

Different Sections of a CV

Personal Details

- Make sure these are correct

- Include postcodes and telephone codes
- Use professional-sounding email address

Personal Profile

It is common for a CV to include a personal profile. This is a statement of two or three sentences that you can use to sell yourself by summarising your relevant skills and personal attributes. Your profile is also an opportunity for you to highlight your career aim. After reading your profile an employer should want to find more evidence of your suitability for the job.

Key Skills

List in bullet points between 4 and 8 of your key skills that are relevant to that particular job. Back these up with a brief explanation of how you can demonstrate each skill.

Employment History

- Start with your current or most recent job.
- Give the dates (year or month and year) of employment, name and location of company and your job title.
- Give a brief description of your duties and the skills used, focusing on your most important responsibilities. Highlight your successes.
- If you have a limited employment history, include details of your school work experience, holiday jobs, temporary work and voluntary.
- If you have had many jobs, give the details of the most recent and most relevant, and summarise the rest.

Education History

- Give details of educational institutions attended and qualifications gained, including any training whilst in employment.
- Put your most recent qualification first.
- Use the full title of your subjects, for example Craft and Design – you know what C&D means but the employer may not.
- Remember to include modules and units.

Additional Information

Include this section if you have something extra you want to add. Here are some ideas:

- Achievements – any certificates or prizes you've gained.
- Interests – stress interests that would be useful for the jobs you are applying for, for example DIY shows practical skills, sports show team work skills, voluntary caring shows social skills.

- Driving licence – state if full, clean and current.

References

- A referee is someone who will comment on your suitability for the job.
- Some people choose to put names and addresses of referees on their CVs. Alternatively, you can put “References available on request”.
- Think carefully about who you are going to use as referees – a school teacher and previous employer is a good combination.
- Do not use friends or family.
- Always ask for their permission before using someone as a referee.

My CV at www.myworldofwork.co.uk

The My World of Work website has a CV Builder to help you construct your CV. It will take you step-by-step through the process of creating your CV. You can create up to five different CVs and store them on the website.

You can update it whenever you like from wherever you are, provided you have access to the internet. If you don't have access to the internet at home call into your local Skills Development Scotland centre to use My CV.

CV Do's and Don'ts

 **Word process and print to good quality paper.**

 **Keep your CV up-to-date.**

 **Don't lie!**

 **Don't write too much – maximum 2 A4 pages.**

 **Check for errors – spelling, grammar, and punctuation – before and after you print.**

 **Update your CV to match each job you apply to.**

 **Don't forget – your CV is designed to get you an interview so it should summarise the skills, qualifications and achievements that make you suitable for that specific job.**

 **Use a clear, simple layout.**

Summary

A good CV can secure you in an interview so it's worth investing the time in getting it right.

Remember, your CV can continue to work in your favour even after it has obtained you an interview for you. It can help you at an interview by carefully focusing the interviewer's mind on your good points and on your achievement.

Always send a Covering Letter with your CV

A cover letter is your chance to explain to the employer why you are sending your CV, for example in response to an advertised vacancy.

Your letter should always be addressed to a named person who deals with recruitment and should be written for each specific vacancy/firm, highlighting your relevant strengths and experiences for that particular job. Look at the job requirements and tailor your letter to this, being careful not to simply repeat the contents of your CV.

For more information on Cover Letters, have a look at some of the articles on www.myworldofwork.co.uk.

Useful Phrases:

- working knowledge of
- advanced knowledge of
- extensive knowledge of
- strong knowledge of
- comprehensive knowledge of
- successful track record in
- proven track record
- proven ability to
- proven ability in
- clear ability to
- comprehensive understanding of
- a sound understanding of
- extensive experience in
- substantial experience in
- significant experience in

CV for Hospitality

XXXXXXXXXX

66 Upper Craigs, Stirling

Home Telephone:

Mobile:

Email:

Personal Profile

A reliable, hard working individual who has gained a range of experience in hospitality, customer service and also cleaning both in the UK and abroad. Worked at all levels within

the hospitality industry in a range of establishments from Kitchen Porter up to 2nd Chef. Involved in all aspects of running the kitchen including menu preparation, dealing with staff, stock control as well as overall food preparation.

Strengths

- Good knowledge of food hygiene including temperature control, food preparation guidelines
- Creativity with a good eye for detail
- Excellent Customer Service Skills with experience of dealing with the public both in hotels and restaurants
- Inventory and storekeeping experience
- Flexible and experience in working a range of shift patterns to high standards
- Holds an up to date driving licence
- Highly effective team working skills including motivating and meeting deadlines and build relationships quickly and effectively

Employment

Chef

Grupo Neutron, Monterrey, Mexico

2009-2013

- Preparing foods including a range of meals for both the restaurant and for take away
- Also worked on the Production line for Jac and Ray responsible for ensuring foods being prepared were to a high standard

2nd Chef

Dounans Outdoor Centre, Aberfoyle

2008

- **Food preparation** including bulk cooking
- Food Management

Chef/Waiter

Cafe Circa, Doune

2008

- Food preparation and Kitchen Portering
- Food and drinks service

Driver/Sales

Nancy Central Catering, Stirling

2008

- Dropping off buffet deliveries to a range of local businesses

Driver/Operative

PC Contractors

2005

- Working for deep cleaning company driving cleaning team to location throughout Scotland

- Also involved in deep clean of large stores due to business take over including adhering to COSHH legislation and cleaning to a high standard at all times
- Competent in using a range of heavy duty cleaning equipment

Basin Operative

The Falkirk Wheel

2003-2004

- Wheel operation, traffic monitoring, lockkeeping, water management and environmental Helmsman

Previous employment within a range of sectors including Commis Chef, Deputy Manager, Domestic, Kitchen Assistant, Store man as well as Air Cabin Crew. These roles developed skills in:

- Managing a restaurant/bar including managing staff, stock and cash reconciliation, as well as manning reception when required
- Excellent Customer care skills completed the English Welcome Host training and gained invaluable practical experience both in hospitality and also working as Air Cabin Crew
- Good knowledge of First Aid completed Introduction to the Principles of Aviation First Aid

Education and Qualifications

Auchincruive College, Ayr
HNC Leisure and Recreation Management

References

Available on request

Oil and Gas CV

XXXXXXXXXX

Address:

Home Telephone:

Mobile:

Email:

Personal Profile

A highly experienced Production Technician with extensive offshore experience with a range of high profile companies. Responsible for the safe and efficient operation of plant equipment including headers, manifolds and routing, as well as flushing, draining and isolating equipment for ingress and routing maintenance. Familiar with ESD systems and Fire and Gas Systems. Carrying out emergency duties as various grades of fire response team including leader. Actively participating in safety meetings, risk management and assessments.

Strengths

- Holds up to date BOSIET AT Survivex certificate and UKOOA medical

- SCBA and fire team trained
- Ability to compile technical reports experienced in writing production related reports as well as maintaining logbooks
- Computer literate
- Proactive, flexible and positive working attitude developed suggestions to improve plant equipment and processes to ensure maximum efficiency within a safe working environment
- Strong leadership and supervisory skills responsible for training and mentoring junior members of the team as well as new recruits

Employment

Dates of Employment	Employer	Job Role
2010 – Present	Self-employed	Running own business
2009 – 2010	Sharda University (UP, India)	Senior Lecturer in Finance
2008 – 2009	Petrofac	Production Technician on Brae Bravo
2001 – 2008	HMRC	Higher Officer
1993 – 1995	Kvaerner AMO	Production Technician onboard Claymore A platform
1991 – 1993	Expro	Production Technician onboard BP Miller platform
1988 – 1991	Amerada Hess	Production Tech/Control Room Op onboard AH001
1987 – 1988	AMOD	Wellhead Operator onboard Total Alwyn North
1985 – 1987	ODCC	Production Operator onboard Deep Sea Pioneer
1980 – 1985	Amoco	Lab/Production Op onboard Montrose Alpha

Education and Qualifications

1982 - 1983	C&GLI Process plant operation	Parts 1 & 2
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1995 - 1999	Glasgow University	B. Acc. (Hons)	Accountancy and Finance
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References

References can be supplied from previous employment available on request.

CV

Another Person

30 Mayfield Road, Newtown, NT20 4RQ

Tel: 05050 505050

Email: anotherperson30@hotmail.com

Personal Profile

A young person who is both motivated and enthusiastic. I enjoy working with others especially in an environment where I can use my communication skills and ability to work pro-actively. Currently seeking part time employment or a temporary opportunity which will allow for development of vocational skills and chance to learn new things.

Strengths

- Excellent communication skills as a result of studying English and working pro-actively with others.
- Punctual and reliable, I was rarely late for school and my general reliability is excellent.
- Enjoys working as part of a team, at school and at work.
- Hardworking and enthusiastic.

Employment

I have had the opportunity to work with my Aunt in various care settings in a part time temporary capacity as a cleaner. During the time spent carrying out the tasks asked of me I had the chance to develop my communication skills and awareness of how to work well with others.

Education and Qualifications

Newtown High School, Newtown

2006 - 2010

Whilst at Newtown High School I followed the academic curriculum and studied English, Modern Studies, Mathematics, French, Computing and P.E. to Standard Grade Level. I was also actively involved in the Skillforce programme, a course which helped me to develop my social and vocational skills.

Interests

Running, swimming, keeping fit

References

References available on request.

Basic

Personal Profile and Skills for School Leavers (Very Basic)

PERSONAL PROFILE

A hard working, conscientious individual with good communication and inter-personal skills. Reliable and punctual with an ability to manage my time effectively. Demonstrated strong team working skills on school projects and in various sporting activities. Looking for job opportunities in a customer service role that use and develop my skills, commitment, enthusiasm and focus.

SKILLS

- An excellent attendance record at school demonstrating commitment and excellent time-management skills.
- Enjoys working as apart of a team; ensuring tasks are carried out within specific time frames.
- Can communicate effectively with others on an individual and group basis.
- Showed an ability to learn effectively throughout my course work.
- Pro-active and hard working approach.

Profile and Skills for School Leaver

Personal Profile

A Fifth year school pupil who has excellent practical skills both working with wood, taking measurements and also using computer aided design programmes. Also a keen interest in DIY at home and have helped build various things around the house. Good knowledge of maths and physics currently studying both of these subjects at school at Intermediate level. Keen to secure a practical apprenticeship.

Strengths

- Registered and awaiting a date to sit both B Constructive and SECTT test
- Good team working skills gained through playing football but also the ability to work on own initiative
- Excellent listening skills always pays attention in class
- High levels of motivation and a keen in practical careers

Personal Profile and Skills for Modern Apprentice

Personal Profile

A hard working, conscientious and reliable individual with a practical aptitude and ability to take on technical challenges and complete them successfully. A strong team member with excellent inter-personal and communication skills. Looking for new opportunities to develop my skills, abilities, commitment and focus in a trade environment.

Skills

- Able to learn and implement the technical aspects of motor vehicle support including tyre fitting and brakes.
- Successfully completed the SVQ Level 1 in Construction Trades and Motor Vehicle Skills demonstrating a range of practical and technical tasks, to appropriate health and safety standards.
- Able to work well with others and operate as a part of a team, remaining flexible and pro-active in completing tasks within specific time frames.
- Operated at all times within all necessary and appropriate Health and Safety guidelines.
- Successfully passed Construction Skills Aptitude Test at “Joiner” level.

Personal Profile and Skills for Hairdressing

Personal Profile

A creative person with a good eye for detail who has a keen interest in fashion and keeps up to date with current trends and fashion. Has volunteered as a hair model for a local salon and developed basic hairdressing skills, cutting colouring and blow drying for friends and family. Gained experience in care work which involved interacting with a range of people, making them feel at ease and building a relationship in order to offer the best possible care. An excellent problem solver who studied both Science and Art at Standard Grade level at school. Looking for an apprenticeship opportunity in a local salon

Key Skills

- Artistic individual with a good eye for details who enjoys drawing and painting in spare time.
- Highly developed communication and listening skills gained through experience of care work.
- Excellent team working skills played netball for school team and competed in matches throughout Scotland.
- Flexible, and willing to undertake any training that the job may require

Personal Profile and Skills for a Basic Care Role

PERSONAL PROFILE

A conscientious and hard working individual, reliable with good people skills, communication and inter-personal skills. Experience as a home carer, providing the highest levels of commitment, care and support at all times. Looking for job opportunities in a caring environment that can use my experience, skills, commitment and focus.

SKILLS

- A multi-tasker, able to carry out a broad range of activities to provide necessary care and support on a day-to-day basis.
- Able to provide emotional and practical support to ensure a high standard of care.
- Can work on my own initiative, ensuring that all tasks get done.
- Able to structure time with the ability to time management.
- Liaise with professional support workers and health professionals to ensure appropriate support.
- Adhere to any guidelines required for any aspect of the support and care process.
- Flexible, motivated and pro-active in approach.

Personal Profile and Skills for General Labouring Work

Personal Profile

Substantive experience in construction and horticultural environments as a General Building Operative, consistently providing the highest levels of work to a quality standard in road work, slab-laying, mono-blocking, drainage and fencing work. Flexible, motivated and pro-active in approach with a track record of reliability, excellent time-keeping and supportive team working. Looking for job opportunities that can use my experience, skills, commitment and focus.

Skills

- Able to work in any outdoor environment, and carry out a broad range of tasks to the highest standards, effectively and efficiently.
- Can use a range of tools, ensuring use within appropriate Health & Safety guidelines.
- A strong team member, helping and supporting colleagues to complete tasks with specific time frames while demonstrating a flexible multi-tasking approach.
- Can adapt quickly to new work environments, work practices and ways of working quickly effectively.
- Hardworking, conscientious and reliable in approach.

Personal Profile and Key Skills for Practical Work

An energetic, self motivated individual with over a wealth of experience in Grounds Maintenance both hands on and at supervisory level. Responsible for managing site contractors and also a team of 4 people using workloads, quality checking and dealing with call logs and prioritising tasks. Assisting with indoor maintenance when required including removals, supporting tradesmen and organising and managing a winter gritting programme.

Key Skills

- Hold up to date Chainsaw Certificate which was refreshed in April 2013, as well as certificates in Abrasive Wheels, Fire and Security
- Good working knowledge of health and safety which was a high priority with last employer, ensuring that risk assessments and method statements were adhered to in day to day work
- Stock control ordering machinery, fuels, fertilisers etc
- Gaining quotes from external contractors for a range of building work, woodland maintenance and road repairs
- First point of contact for any staffing issues, dealing with rotas, sickness and absence and any requests for time off

Personal Profile and Skills for Call Centre/Sales Work

PERSONAL PROFILE

Highly experienced, focused and goal driven Customer Services Advisor with a proven track record in front-line customer service and telephone based customer service and support. Experienced and adept in a fast moving and dynamic target driven sales environment, demonstrating the highest levels of professionalism and customer service support. Looking for new career opportunities that can utilise and develop my wide-ranging skills, experience and knowledge.

SKILLS

- Able to work in a high volume, target driven and sales focused environment, meeting targets and working to strict deadlines while maintaining the highest professional standards.
- Highly customer focused, working with colleagues to provide the very highest levels of customer care, support, help and advice on a range of products and services.
- A highly valued and supportive team member, helping, training and mentoring staff, where appropriate, in understanding and implementing appropriate business goals, management objectives and office procedures.
- A strong administrator, able to implement appropriate office systems; deal with relevant paperwork and data inputting.
- Detail orientated, getting the job done accurately and to the highest quality standards.
- Pro-active, motivated and goal driven in approach.

Personal Profile and Key Skills for Retail/Customer Service

Personal Profile

A reliable, motivated and flexible individual with over 10 years experience within retail and sales including front line customer service, door to door sales and warehousing. Good knowledge of cash handling, using a till and dealing with challenging situations. Looking to secure work within customer service.

Key Skills

- Customer service in a range of different environments including large high street retailers, small independent stores and hospitality
- Experienced in meeting and exceeding monthly sales targets including recruiting new customers, promoting products and discounts as well as relevant Administrative tasks
- Good knowledge of stock rotation, merchandising and pricing
- A wealth of experience of team working in busy kitchens and also in retail
- Flexible, can adapt quickly to new working environments having recently worked throughout Europe

Personal Profile and Key Skills for Administration

Personal Profile

A highly experienced Administrator with excellent interpersonal and customer service skills. Competent in all aspects of office management including being first point of contact for customers, dealing with suppliers, colleagues and other stakeholders, as well as being responsible for delivering a range of staff training both internally and externally. Flexible, with excellent trouble shooting skills, ability to gauge skill set required by external companies and passing on recommendations. Looking to secure employment in Administration or customer service.

Key Skills

- Excellent working knowledge of Microsoft Office experienced in using on a daily basis in the workplace, advanced user of Word, Excel and PowerPoint
- Experienced in using Sage package, raising purchase orders, working to budgets, reconciliation of all transactions and follow up where required
- Delivered staff training at all levels in a range of areas

Profile and Skills for Driving Role

A friendly, outgoing, reliable person with a good geographical knowledge of Scotland and England. Highly effective customer service skills developed both in retail and also through delivering to peoples homes. Honest and trustworthy with experience of cash handling and holding large amounts of money at any time. Keen to secure employment within a driving role.

Key Skills

- Full, clean driving licence with 2 years experience of commercial driving
- Able to work well on own initiative and follow instructions, as well as locate unfamiliar addresses

- Keen interest in driving and the motor vehicle industry having worked as an apprentice mechanic
- Flexible, motivated and willing to undertake any training that the role may require

Personal Profile and Skills for Security

A highly motivated individual with a range of experience in security including static guarding and events security. Able to work on own initiative having been solely responsible for the security of Police Scotland headquarters, but equally as comfortable working as part of a team. Experienced in adhering to strict rules and regulations in line with Health and Safety and also Police Scotland policies and procedures. Looking to develop current skills and experience within security.

Key Skills

- Holds a valid SIA door supervisor and CCTV licence with practical work experience in both areas as well as a full, clean driving licence
- Experienced in patrolling, unlocking and locking premises as well as monitoring CCTV systems, intruder alarms, fire alarm systems and liaising with emergency services
- Ability to deal with challenging situations, confiscating goods using direction and common sense, dealing with crowd control, queues and administering body searches
- Knowledge of using a range of technology including hand held and walk through scanners as well as ensuring equipment was in good working order at all times
- Highly effective customer service skills gained in a range of sectors
- Attention to detail and meticulous record keeping skills

PERSONAL SUMMARY AND KEY SKILLS FOR CATERING/HOSPITALITY

Capable Catering Supervisor with a strong background in hospitality. Motivated, enthusiastic and committed, taking full responsibility for the day to day management of a busy department with the ability to create seasonally inspired menus and prepare food to the highest standard. Good knowledge of food hygiene and health and safety with a keen eye for presentation. Always aims to provide the best service to customers and exceed expectations where possible. A keen commercial eye and proven track record of introducing cost saving innovation and ideas.

Key Skills

- Experience of organizing and managing catering for large private parties and events.
- Comprehensive understanding of IT and Epos till systems.
- Good leadership and organization skills with highly developed people skills and the ability to inspire and motivate others
- Excellent customer service skills with the ability to engage and make customers feel welcome

- Have a real passion for food, food preparation with the creative skills required to develop individual menus
- Good practical skills experience in all aspects of hospitality including food preparation
- Financially assure with experience of dealing with budgets and managing costs
- Flexible, regarding working hours and shift patterns

Professional

Personal Profile and Skills for Sports Graduate

Personal Profile

A highly motivated and enthusiastic Sports and Business Graduate who has recently completed level 2 Gym Instructor and level 3 Personal Trainer awards. A good understanding of the fitness industry gained both through academic studies and personal sporting experience. Always strives to give the best experience possible to clients, tailoring session to individuals' needs and abilities. Keen to secure employment within the sport and leisure industry.

Key Skills

- Ability to motivate clients, encouraging them to persevere to reach to reach their potential while remaining patient and calm.
- Enthusiastic with excellent leadership skills, captained university Lacrosse team
- Good knowledge of health and safety, nutrition and healthy eating

- Excellent communication skills enhanced through experience of playing Lacrosse at Stirling University and recent work experience in Delhi which involved overcoming communication barriers
- Highly developed customer service skills developed through retail experience and working as an Ambulance Care Assistant.

Personal Profile and Skills for a Law Graduate

PERSONAL PROFILE

A recent honours graduate in Law, highly focused and motivated to developing a career within the legal profession. Balanced successful academic achievement on the LLB with a rewarding and fulfilling commitment to public speaking and debating as a member of the university law society. Looking for an entry level opportunity to utilise and develop my skills, legal experience, while allowing me to demonstrate a commitment and focus to working within a challenging and fulfilling legal setting.

SKILLS

- Successfully worked on all aspects of conveyance for the personal sale and purchase of a property, dealing with title deeds, local authority certification for planning permission, the schedule of particulars and understanding and working within the legal framework of the 1979 Estate Agents Act.
- Highly methodical and detail orientated in carrying out academic work and also in ensuring all legal precepts and paperwork for the acquisition or sale personal property transactions was put into place.
- Have demonstrated excellent team working and customer service support in front-line retail selling environments.
- Resilient, personable, dedicated and hardworking in approach.

Profile and Skills for IT

Personal Profile

A highly experienced ITIL qualified IT Support Analyst with over 10 years experience in a range of roles with knowledge of desktop refresh projects and extensive service desk experience. Knowledge of accurately recording data particularly call handling and change management, as well as call management. Experience of liaising with colleagues, managers, end users and third party vendors adhering to Information Security and Data Protection legislation at all times

Key Skills

- Good working knowledge of all windows desktops, operating systems developed through a range of work experience in a variety of companies
- Proficient in the use of Microsoft Office use all aspects in day to day work
- Good communication skills required in a range of previous roles including Service desk roles which involved both face to face and telephone support
- Highly developed interpersonal skills experienced in delivering 1:1 training in a range of outdoor activities which required adherence to health and safety
- Able to work as part of a team worked both in small and larger times within a range of environments
- Flexible regarding working hours and location

Personal Profile and Key Skills for Countryside Management

Personal Profile

Substantial experience in countryside management as an estate worker, countryside and recreational ranger and warden working for both private estates and also local authority owned country parks. Responsible for managing a range of projects and contractors regarding maintenance and promotion of public rights of way network and held £45,000 budget. Organised and promoted community access projects, carried out site inspections and survey footpaths as well as supervising maintenance work. Looking to transfer current skills and experience to relevant opportunities.

Key Skills

- Liaising with a range of partners including landowners,
- Led a range of sessions for school groups on tree planting, orientation and also organised and supervised boat trips
- Experienced in using a range of tools including brush cutters, hedge trimmers, chainsaws, mowers and holds up to date chainsaw and brush cutter certificates as well as completing courses in habitat/vegetation clearance
- Excellent Customer Service skills worked with a range of members of the public, dealing with challenging circumstances and alerting emergency services in extreme circumstances
- Knowledge of off road driving including landrover with trailers in order to access remote corners of the country park
- Supervised other members of the PROW team in order to develop both personal role and the that of colleagues, drawing on skills and attributes of each member
- Worked to tight timescales and deadlines outlined by third parties including local councils

Personal Profile and Skills for Banking/Finance

Profile

A highly numerate and articulate individual with over 10 years experience working in banking and finance. In possession of a range of professional banking qualifications, specialising in compliance and legislation. Meticulous in every undertaking, have the ability to build excellent working relationships with key partners and stakeholders. Consider myself highly organised and thrive on working to targets and deadlines.

Skills

- Financial Services – trained in - CII FPC 1 (Financial Services and their regulations). Experienced in Compliance Manual, Data Protection Act and Anti-Laundering legislation. Ability to apply sound statistical methods
- Business administration – experienced in writing processes and procedures. Ability to analyse and document business processes and liaise with budget holders to deliver measurable business improvements
- Supervisory – managed teams, being responsible for induction, on going training, day to day allocation of work, holding regular team briefs, motivating staff and reporting team performance measures and conducting reviews
- IT – highly proficient in all Microsoft packages including advanced excel in addition to 'in house' finance/banking packages

Personal Profile and Skills for Individual Experience in Business

Personal Profile

A highly successful, commercially astute and focused individual with substantive experience in development, distribution, marketing and public relations within the oil industry overseas. Highly client-focused, supporting business performance and developing new marketing opportunities and strategies for investment and growth. Have operated at a high level of accountability, liaised effectively with professionals from all disciplines and managed budgets and expenditure. Looking for opportunities in a marketing role that can utilise my broad range of experience, skills, focus and commitment.

Skills

- As a Director of Business Development and Public Relations with major offshore companies, developed and implemented a highly successful marketing strategy, setting up presentations and exhibitions, researching and successful public relations image for the company with existing and developing customers.
- Highly successful team player, ensuring that appropriate team roles were delegated effectively, that deadlines and targets were set and delivered on time and on budget. Provided appropriate support and mentoring to colleagues to ensure that all marketing, planning and budgeting remits were completed successfully.
- Developed and implemented presentations to clients as well as executed exhibitions for trade, ensuring that a focused, targeted and effective marketing and public relations campaign was put in place.
- Worked within budgetary constraints and ensured all financial administration and paperwork was completed and submitted on time.
- Highly pro-active, goal driven and customer focused in approach.

Personal Profile and Skills for an Experienced Mechanic/Technician

PERSONAL PROFILE

A highly experienced, skilled, technically proficient individual, accomplished and expert in all aspects of motor vehicle maintenance and repair (including HGV). Have ensured the effective maintenance of fleets of heavy good vehicles; currently maintaining UK fleet of high volume water jetting and bundle pulling equipment. Able to work to the highest professional standards, to deadlines and under pressure to ensure that all fleet vehicles are fully operating at all times. Now looking for new job and career opportunities that can utilise and develop my substantive and broad range of technical and repair skills.

SKILLS

- Ensured that fleets of vehicles were repaired and maintained at all times to all appropriate standards, demonstrating excellent fault-finding, problem solving and repair skills.
- Working as part of a dedicated team, helping and supporting colleagues to ensure that all work is carried out to the highest standards and within specific and measurable time frames.
- Licensed to drive a Class 1 Heavy Goods vehicle and also a lorry mounted crane and also trailers; have provided training to staff on operating lorry mounted cranes.
- Orders necessary parts for vehicles, liaising with suppliers and ensuring all appropriate paperwork is maintained and kept up-to-date.
- Work within any and all agreed Health and Safety guidelines, procedures and risk assessments, ensuring work is carried out in an appropriate safety environment.
- Consistently demonstrate excellent time and self-management skills ensuring that work is prioritised.
- Pro-active, flexible and goal-driven in approach.

Personal Profile and Skills for Translator/Interpreter

Personal Profile

A qualified translator and interpreter in French and Russian with freelance experience in delivering high quality professional translation and interpreting work in a range of business, teaching and events settings ensuring clients are provided with the highest quality language support for service level appropriate business activity, conference assistance to delegates and teaching to students takes place. Looking for new opportunities to utilise my language, teaching and business development skills.

Skills

- Have carried out a range of freelance interpreting and translation work (including Russian to Italian and Italian to French) for clients at various trade fairs as well as providing translation and interpreting services within the Da Vinci student exchange programme.
- Able to work within agreed deadlines for the completion of high quality professional work at all times, demonstrating excellent time and self management skills.
- Used language and interpreting skills for appropriate business support in export markets for a range of products and services.
- Provided language and general administrative support within different office environments.
- Have carried out teaching of Italian to students from basic to intermediate levels.
- Can adapt to new working environments and working methods quickly and effectively.
- A strong team member, able to provide support to colleagues in completing task and working to deadlines by remaining flexible and pro-active in approach.
- Knowledgeable in various Microsoft Packages; have completed ECDL.
- Reliable, adaptable, flexible and pro-active in approach.

Personal Profile and Skills for Experienced Graduate in Creative/Marketing Jobs

Personal Profile

An experienced creative all-rounder, involved in account and project management, and also in a Public Relations/Marketing role, producing press releases, contributing to monthly newsletters, as well as successful involvement in campaign and account management. A published technical author with extensive experience of web design and authoring, DTP, graphics and presentations. Looking to utilise my broad range of technical, creative and authoring skills in a communications role.

Skills

- Excellent communication skills gained in PR, marketing, technical authoring, journalism, customer liaison and training roles. Experienced in the production and editing of: web pages, presentations, feature articles, technical manuals, advertisements, books, brochures, newsletters, news, press releases and software help. A good eye for layout and design.
- Experienced in the use of a wide range of computer software and systems, including DTP, graphics and presentations, word processing, databases and spreadsheets.
- Qualified and experienced in Web Design, Internet and Networking Technologies.
- A strong administrator, able to provide full office support: order processing, invoicing, credit control and mail merge and also the production of general correspondence, proposals, work quotations, minutes and memoranda, as well as conference preparation and administration.
- A very strong team member and able to work effectively on my own initiative, demonstrating very strong time and self-management skills in meeting targets and deadlines.
- Able to liaise, support and work effectively with clients and colleagues from a range of disparate backgrounds as well as within a European context.
- Goal orientated, results driven and highly motivated in approach.

Personal Profile and Skills for Engineering

Profile

HNC qualified in Manufacturing Engineering and a time served Patternmaker (2010), have the ability to use a wide range of tools and materials and a good understanding of manufacturing processes including production of ornamental castings. Able to detect faults, repair and maintain engineering equipment. Focused on securing a position with an engineering company where I can demonstrate commitment to developing my skills and demonstrating a focused and positive attitude in all aspects of my work.

Skills

- Engineering – excellent mechanical skills in relation to repair and maintenance of production operation equipment
- Manufacturing – experienced in manufacturing processes involved in production of wood, plastic, metal and composite materials
- Ability to read mechanical drawing – to produce components to exact specification
- Problem solving – enjoy the challenge of being able to troubleshoot and find solutions to resolve mechanical faults in equipment
- Adaptable – have developed my mechanical skills to restore classic cars