

## Skills CV

### Your Full Name

Your home address

Your mobile phone number

Your email address

Your name should be the title of your CV; using "Curriculum Vitae" is a waste of space.

Make sure it's a professional one, preferably yourname@

## Personal Statement

This should be a short summary, no longer than 50 words that describes your experience level, qualifications and intentions. You don't have to write in full sentences – cutting pronouns (*I, you, we, they*) is a great way of saving space.

*Example:*

Highly motivated **[current or most recent job title]** in the **[sector]** sector, with **[number]** years' experience and a **[grade]** in **[qualification]** from **[the institution]**. Proven experience of **[skill 1], [skill 2] and [skill 3]**. Looking for a challenging and rewarding role in a **[company type – e.g. recruitment company, charitable organisation, solicitor's firm]**

## Key Skills

### List Your Skills Like This

- The skill should be used as a sub heading
- Give specific examples of how you've demonstrated these skills in past roles

### Transferable Skills

- These are skills you've gained that can be applied to a new job, sector or field
- If you're changing careers, it's important that the skills you list are transferrable

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## Job Related Skills

- Only list skills that are directly related to the job
- Always address the skills listed on the person specification or job description

## Technical Skills

- Show that you have the technical knowledge to do the job
- List specific programs and pieces of software that you have used or can use

## Personal Skills

- Include attributes that are vital to the role
- Communication, problem solving are both examples of personal skills

*Example:*

### Managerial Skills

- Managed a team of 6
- Planned and lead team meetings
- Implemented an efficient process for onboarding new clients

## Education

### University Name, Location

- Course Title – Grade (expected)
- Specific Module - Grade

List the most recent qualification first.

If you haven't attained the grade yet, put 'expected' in brackets.

### College Name, Location

- Subject 1 – Level – Grade
- Subject 2 – Level – Grade
- Subject 3 – Level – Grade

If there are any relevant modules, feel free to mention these and your grade – that applies to all qualifications, not just degrees.

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Depending on your education and experience level, a summary is enough for your GCSEs. If you're a school leaver, you should include more information.

## Secondary School Name, Location

- Number of GCSEs, Grade Range,
- Inc. Subject 1 (grade), Subject 2 (grade), Subject 3 (grade)

List relevant subjects and your grade. School leavers should list every subject and grade.

## Other Qualifications

- Include any relevant professional qualifications here
- The most impressive certificates go highest
- Add any professional memberships you have

Date Gained  
Date Gained  
Date Joined

*Example:*

### City University, Birmingham

- Business Management – 2:1

### Central College, Birmingham

- Business Studies – A Level – Grade A
- Maths – A Level – Grade B
- Geography – A Level – Grade B

### The High School, Manchester

- 7 GCSEs, grade A\*-C, inc. English Language (A), Maths (B), Science (A)

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## Employment History

### Job Title 1 - Company Name - Location - Dates of Employment

A line or two of text describing your role and responsibilities here. Cut out personal pronouns and talk objectively.

Don't be too detailed; you already did this in your skills section...

### Job Title 2 - Company Name - Location - Dates of Employment

...in fact, if struggling to get your CV two pages, you could omit the description altogether...

### Job Title 3 - Company Name - Location - Dates of Employment

Remember, potential employers don't want to filter through every job you've ever had. Only list roles that are relevant and recent.

## Personal Interests

This should be a short sentence that lets an employer see what sort of a person you are. Use this section to back up any skills you've previously mentioned with hobbies. Keep this section short, and be selective.

## References

Available upon request.

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