

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

A new direction

Registered Office: 2, Chester Court, 1677a High Street, Knowle, Solihull B93 0LL

☎ 01564 776 669 ✉ careers@tirebuck.co.uk

🏠 www.tirebuck.co.uk Find us on   

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.

A new direction

Registered Office: 2, Chester Court, 1677a High Street, Knowle, Solihull B93 0LL

01564 776 669 careers@tirebuck.co.uk

www.tirebuck.co.uk Find us on [in](#) [f](#) [t](#)

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)

A new direction

Registered Office: 2, Chester Court, 1677a High Street, Knowle, Solihull B93 0LL

☎ 01564 776 669 ✉ careers@tirebuck.co.uk

🏠 www.tirebuck.co.uk Find us on [in](#) [f](#) [t](#)

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.

A new direction

Registered Office: 2, Chester Court, 1677a High Street, Knowle, Solihull B93 0LL

01564 776 669 careers@tirebuck.co.uk

www.tirebuck.co.uk Find us on [in](#) [f](#) [t](#)