

## Example of a skills-based CV

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I have four years' practical experience of community arts development, strong interpersonal skills and am able to generate a love of learning.

### Skills and achievements

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#### Communication:

Use specific examples of how you have developed your skills.

- Able to communicate complex information to individuals and groups, make presentations and respond to questions in both educational and workplace settings. Skills developed in degree programme and during work experience as play leader at Top Tots.
- Able to give and take instructions and maintain active listening during times of pressure. For example, following minor accident in playground provided ambulance crew with important information and reassured other children.

#### Numeracy:

Provide evidence of your achievements. Be precise and don't over-claim.

- Achieved grade A in GCSE Mathematics and grade C in AS level Statistics.
- Gained practical experience of handling money and observing company procedures for checking fraudulent bank notes while working at Drop Price supermarket.

#### Leadership:

Use words that exemplify the skill – e.g. direction and leadership.

- Responsible for the coordination of the work of four play leaders and direction and management of day-to-day recreational activities of 19 4-7 year olds at Top Tots in August 2012.
- Set up a parents' lobby group to urge the local authority to amend its school transport arrangements.

#### Teamwork:

- Successfully integrated into the art department at my former secondary school. Co-managed the year 11 parents' evening display of visual arts while on placement.
- Managed the induction and supervision of new members of administrative staff, joining the mixed age team.

#### Administration:

Use of 'four' years implies extensive experience and stability.

- Prior to starting full-time degree course, I worked for more than four years as an administrator for a small charity. Tasks included assisting in bidding for lottery funds, managing accounts and general administration.

## **Innovation:**

- While volunteering at a local charity, I re-designed publicity materials following an audit of community development activities managed by the charity.

## **IT literacy:**

- Proficient user of Excel and entry-level ability in SPSS; used both for collating and analysing data on pupil test scores while on teaching practice.
- Developed electronic database system so that the charity could maintain contact with its key stakeholders.
- Competent user of PowerPoint, Word, Outlook and DreamWeaver applications.

## **Education and qualifications**

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<b>2010 – 2013</b>	University of Linchester 2:2 BA (Hons) Learning Studies
<b>2000 – 2003</b>	Border College of Technology, Foundation Art and Design 3 A levels: Art (A), English (A) and AS level Statistics (C)
<b>1991 – 1996</b>	Border City High School 8 GCSEs including 'A's in Maths and Science

## **Employment history**

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<b>2010 – present</b>	Top Tots – summer playscheme leader.
<b>2010 – 2012</b>	Drop Price supermarket – part-time assistant responsible for stock control.
<b>2006 – 2010</b>	Artsdotcom – administrator and website manager.
<b>2003 – 2006</b>	Career break and full-time mum of two.
<b>1996 – 2000</b>	Rags and Riches – sales assistant for womenswear retailer.

Explain breaks in your employment history.

## **Voluntary experience**

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<b>2012 (Jul-Aug)</b>	Top Tots – volunteer assistant in summer playscheme.
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## **References**

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**Available upon request**