

Basic CV Proforma

PLEASE GIVE YOUR FULL NAME

FIRST NAME.....

SECOND NAME.....

SURNAME.....

FULL ADDRESS INCLUDING POST CODE

.....

PHONE NUMBER.....

.....

MOBILE.....

.....

EMAIL.....

POST CODE.....

PERSONAL PROFILE

Look at the list of personal qualities on **page 4**. Circle a maximum of 10 which you think best describes you. Use the words you have circled to write a few sentences about your skills and qualities which make you suitable for the role you are applying for. Remember – make it as dynamic as you can!

*Look at **page 6** for examples of personal profiles

KEY SKILLS

Look at the list of skills on **page 5**. Choose between 5–10 key skills/experiences that supports your application and shows the employer that you will be a positive addition to their team.

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-
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WORK HISTORY/WORK EXPERIENCE (MOST RECENT FIRST)

JOB TITLE..... DATE/YEAR

COMPANY NAME.....

COMPANY LOCATION.....

DUTIES.....

.....

.....

WORK HISTORY/WORK EXPERIENCE

JOB TITLE DATE/YEAR

COMPANY NAME

COMPANY LOCATION.....

DUTIES.....

.....

.....

Please use an additional sheet if necessary

VOLUNTARY WORK

EDUCATION AND QUALIFICATIONS

NAME OF TRAINING PROVIDER/UNIVERSITY/COLLEGE

DATE/YEAR.....

QUALIFICATIONS/SUBJECTS TAKEN:

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.....
.....

NAME OF SCHOOL.....

DATE/YEAR

QUALIFICATIONS/SUBJECTSTAKEN:

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.....
.....

Please use an additional sheet if necessary

HOBBIES AND INTERESTS

Spend time thinking about what you like to do in your spare time. What activities do you do with friends or on your own.

LIST OF PERSONAL QUALITIES TO USE IN YOUR PERSONAL PROFILE

Helpful

Caring attitude
Friendly
Energetic
Sociable
Mature
Honest
Effective communicator
Reliable
Loyal
Organized
Proficient
Positive
Innovative
Sense of humour
Compliant
Target driven
Committed
Open-minded
Resourceful
Competent
Hardworking
Versatile
Responsible
Time management
Enthusiastic
Determined
Willingness to learn
Confident
Passionate
Approachable
Motivated
Adaptable
Conscientious
Trustworthy
Leadership
Use initiative
Flexible
Efficient
Articulate

Flexible, and willing to learn new skills

Experienced in the use of a range of equipment
Strong work ethic & desire to succeed
Strong organizational and time management skills
Knowledge of relevant health & safety policies & procedures
Excellent communication skills
Hand eye/coordination
Leading a group
Training others
Team working
Attention to detail
Excellent telephone skills
Able to communicate with people at all levels
Familiar with a range of IT packages
Operating machinery
Using tools
Working alone
Serving the public
Cash & credit card handling
Ability to work under pressure
Ability to handle extensive and varied work load
Creative and innovative approach
Extensive 'hands on' skills
Excellent administrative and organizational skills
Ability to form good working relationships
Full, clean driving license and own transport
Customer service experience
Ability to develop current sales and generate new business
Working to tight deadlines
Working in a group
Handling complaints
Possess a strong sense of loyalty
Proactive decision making
Solving problems
Using physical strength
Following diagrams
Smart and pleasant
Tactful yet firm approach
Thrive on achievement

EXAMPLES OF PERSONAL PROFILES

A highly professional, articulate, confident and self-motivated Graduate with extensive knowledge of administrative and secretarial procedures in a legal environment. Experienced in and having a good understanding of how to build relationships with clients and to provide appropriate and effective legal advice and services to them. A strong team player who possesses the ability to communicate complex sensitive information in an understandable form to clients, colleagues and senior managers. Passionate about providing quality service, with a keen eye for detail, managing tough deadlines, and possessing an excellent work ethic. Seeking a challenging position as a legal assistant with a forward thinking and progressive company that offers a genuine opportunity for progression

Articulate, person centred, individual with proven expertise in motivating people to achieve goals while prioritising my own work load. Hold clients, staff and senior managers in high esteem, and interacts with the greatest degree of professionalism and personal integrity. A dynamic, resourceful and motivated life coach who has over fourteen years' experience working in the public sector. Effective communicator who is highly skilled in multiple environments including public speaking, groups, and one-on-one. Looking for a challenging position with a forward thinking and progressive company that offer excellent career prospects

A dynamic, resourceful, hardworking and highly motivated individual with excellent interpersonal skills and the ability to communicate effectively at all levels. An energetic, proactive and ambitious professional who has prior experience in delivering CV workshops, providing career guidance and support and developing excellent relationships with both clients and local employers. Possess commercial awareness and excellent presentation, verbal communication and organizational skills. Looking for a part time position that will make best use of my existing skills and experiences and further my personal and professional development

A well-mannered, reliable and trustworthy person who is able to work under pressure and to tight deadlines. Having raised a family whilst working part time, I recognize the importance of quality, compassion, integrity and constantly strive to be the best at whatever I do. My experiences in various customer facing roles have been fundamental in developing my verbal, written and interpersonal skills. I am a kind and caring person who is able to establish good working relationships with a range of different people. Currently, I am looking for a suitable position with an ambitious company that places a great emphasis on investing in its employees

An experienced, proactive and self-motivated individual with over ten years' experience in the non-profit/charitable industry. My successful tenures at highly respected companies show my level of enthusiasm, motivation and commitment. I have excellent written and verbal communication skills which I have developed through consistent interaction with the general public. Frequent recognition from my peers and senior managers further demonstrates my dedication and loyalty. I enjoy meeting people and have an overwhelming desire to face new challenges, in particular challenges that will bring about all my attributes, physically, mentally, and socially. Currently, looking for a part time position with a forward thinking and progressive company who offer excellent opportunities for career progression