

Sample CV With Skills Profile

[Your Name]
[Address]
[Phone Number]
[Email]

Pro tip: We don't recommend attaching a photo to your CV.

Personal Summary

A hardworking and dedicated person with [number] years of experience in [industry/field]. Despite past mistakes, I am committed to building a better future for myself and my family. My goal is to gain experience in [career path or role], and I am eager to use my skills to contribute to a team.

Recent Achievements

Pro tip: Use this section to highlight any achievements that will set you apart or spotlight your determination to start a new career.

I am extremely proud to say that I recently completed an NVQ at Level 3 in business administration, and my goal is to work my way toward an undergraduate degree. This was a big accomplishment for me, having left school without any formal qualifications.

Skills Profile

Pro tip: Focus on your skills rather than professional experience. In particular, transferable skills that are relevant to your target career.

- Experience in general office duties, including booking meetings and managing inventory managers

- Good working knowledge of office systems, such as back office and Navision
- Intermediate knowledge of Microsoft Office Suite (Word, Excel, and PowerPoint)
- Strong communication skills
- Motivated self-starter

Qualifications

2021-2025 The Open University - Working towards a degree in Business Administration

Modules completed:

- Global Business Studies
- Finance
- Accounting

2018-2021 The Open University

Level 3 Diploma in Business Administration

Modules completed:

- Communication in a business environment
- Principles of business communication and information
- Principles of administration
- Principles of business
- Manage personal and professional development

Professional Experience

September 2016 - June 2017

Not available for work (see cover letter)

[Poots Hardware, London], [Office Administrator], [May 2011 - July 2016]

Key responsibilities and achievements:

- Revamping the filing system to create more efficient workflows
- Managing office inventory and reducing overstock costs by 5%
- Scheduling meetings in Navision
- Collaborating with managers to cut stationery budget by 10%

- Communicating office news and events to all staff on the internal intranet

[Name of Company], [Job Title], [Dates of Employment]

[List key responsibilities and achievements]

[Name of Company], [Job Title], [Dates of Employment]

[List key responsibilities and achievements]

Volunteer Work/Community Service

[List any volunteer work or community service, especially during employment gaps and highlight relevant skills you developed]

Additional Information

Pro tip: Use this section to list any interesting information that showcases who you are to an employer or other useful skills you have.

- Full, clean driving licence
- Fluent in Spanish
- Experienced woodworker

References

Available upon request.