

Example of a skills-based CV

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Personal Details

Summary

- Business studies with Spanish undergraduate.
- Ability to speak French and Spanish.
- Extensive business experience including an internship with Top Choice Holidays.

Education And Qualifications

2008 – present

Relate your degree to the job by listing your relevant modules/ dissertation.

Buckinghamshire Edge University

BA International Business Studies with Spanish (expected 2:1)

- Study semester at The University of Valloid (Spain).
- Six-month work placement in Madrid.
- Relevant modules included: Business Planning; Sales Promotion and Marketing; and Business Operations Management.

2000 – 2007

Freebridge School

A-Levels: Business Studies (B), French (C)

8 GCSEs including Maths, English, Spanish and French

Work History

2008 – 2011

Buckinghamshire Edge University - Librarian/tour guide

- General administrative and customer service roles.

Briefly list your relevant duties.

2011 (Feb–Aug)

Audigest S.A. (Madrid) – Audit Assistant

- Six months' work experience in an international bank.
- Liaising with colleagues and clients in English and Spanish.

2010 (June–Dec)

Finsbury's supermarket (Hazelbridge) – Supervisor

- Managing a small team.
- Customer service in a busy competitive environment.

2010 (Jan–Aug)

Top Choice Holidays and Flights Ltd (Low Wycombe)

Financial Assistant/Supervisor

- Working in a range of teams to manage complex financial processes.

2007 (Jul–Aug)

Dogs Protection League – General Assistant

- Dealing with enquiries and selling packages to a range of clients.

2006 (Jan–Dec)

McHenry's Restaurant (Low Wycombe) – Supervisor

Voluntary Experience

2007/2011

Teaching English in Mexico/Spain

Interests

Active member of University Business Club – Winner of the 'Bucks Best Business Pitch' award in 2010 Enterprise week, judged by Michael Eavis.

Skills And Achievements

Make sure you carefully assess the job advert/job description and address all the skills they require.

Effective communication

- Able to communicate effectively with a wide range of clients and colleagues, by showing interest, carefully listening to needs and appropriately adjusting my message, as demonstrated during my time at Finsbury's Supermarket.
- Strong presentation skills and confidence demonstrated by experience of delivering presentations in different languages to groups of five to fifty.

Customer service

- Ability to quickly build rapport with customers and calmly deal with any problems as shown during my retail experience in high pressure environments.
- Capacity to maintain professional relationships through email and other written correspondence, for example, at Audigest in Madrid, where I built longstanding business relationships with customers and colleagues across the globe.

Teamwork

- At Top Choice Holidays demonstrated excellent teamwork skills in a busy financial environment, such as an ability to listen to clients and managers, perform my role to a high level and support colleagues, resulting in promotion.

Administration

- Excellent ability to plan ahead and manage time effectively, for example, managing complex roles during my internship at Top Choice Holidays.
- Gathered data from a wide range of sources during my dissertation whilst balancing my other studies and two jobs, resulting in a 73% grade.

Prove you have each of the skills required by outlining where you performed them and how you performed them well.

Experience of travellers' needs

- Recent travel consultancy experience gives me an in-depth understanding of the expectations of holiday customers and the competitive nature of the industry.
- International travel experience and language ability give me an empathy with travellers and a passion for helping them find a unique holiday experience.

Initiative

- Self-funding an evening course in bookkeeping during my first accountancy role demonstrated my ability to plan ahead and take control of my career.
- Successful study and work in Spain and Mexico show that I can creatively develop my skills and experience and adapt to new and different environments.

Sales knowledge

- Wide experience of financial roles gives me an awareness of the tight monetary pressures which drive UK service industries.
- Raised sales at The Dogs Protection League by 12% by up selling add-on packages to new and existing customers.

Language ability

- Spanish fluency obtained working overseas, French - semi-fluent.

Referees

Include all your referee details including their email and phone number (but ask for their permission first).

Professional: Mr. Jose Andreas, Management Accountant, Audigest, Avenida de Concha Espina 2, Madrid, ES-28036, +34 91 398 5476, j.andreas@audigest.es

Academic: Dr. Jane Luffe, Personal Tutor, Buckinghamshire Edge University, Due Road, Low Wycombe, Bucks, HD15 3DL, 01628 435 6784, j.luffe@bedge.ac.uk