

Example of skills-focussed CV

Personal details

Name: Aroha Hylton
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Personal statement

I am an honest and hard working person looking for work in administration. I am a helpful team member. My longer-term goal is to be employed into a supervisory role. I am looking for a role that will allow me to prove that I have the skills and attitude to progress in my career.

Relevant skills and experience

Communication skills

- Excellent communication skills, able to put views across confidently and assist better team relationships.
- Strong skills in helping others with problem solving in both work and non-work situations.
- Guided and directed team members as captain of local club hockey team.
- Able to communicate well in writing.

Organisational ability

- Strong attention to detail and ability to help others improve their performance.
- Effective in delegating tasks and making sure they are done well.
- Track record in planning and organising events, including social functions at work and fundraising for a local sports club.

Numeracy skills

- Ability to develop and monitor budgets, through experience as sports club treasurer.
- Responsible for handling money, banking and keeping accounts on other people's behalf.
- Assist others with managing their money, including working out a budget for personal spending and balancing cheque books.

Work history

Feb 2011–Oct 2013 Assistant checkout operator – General Food Supermarket

Mar 2009–Dec 2010 Checkout duties – Food World Supermarket

Aug 2006–Feb 2009 Temporary and casual positions, including fruit picking, planting, childcare and bar work

Education and training

2006 Effective Communication Skills – three hours a week for 20 weeks at local Technical Institute

2001–2005 Four years secondary education

Interests and hobbies

I enjoy running and movies. I spend quite a bit of my spare time with my nieces.

Referees

Mrs Kay Arland
Checkout Supervisor
General Food Supermarket
Work phone 123 4567
Home phone 123 4567

Mr William Whetu
Sports Co-ordinator
Sports Foundation
Work phone 123 4567
Home phone 123 4567