

What is a Skills Based CV?

This type of CV emphasises on your transferable skills, rather than employment history. It is used by people looking to change careers, or jobseekers with gaps in their employment history or lack of related experience.

Tips

- Research the skills, knowledge and qualities needed for the roles you are applying for. This will help you to be specific and highlight at least 6 key skills to include within your CV.
- The personal profile *aim is to concisely and effectively highlight your skills and strengths relevant to the sector or job role*. Provide a summary of your experience, skills and qualities. Overall about 4-5 lines will be right for this section.
- When completing the skills & achievements section, please use specific examples of how you have developed your skills. For example, if you are highlighting your customer service skills, provide examples about the time you received recognition based upon your performance. These examples and achievements should be specific to impress the employer.

Always use words that exemplify the skill – e.g. managed, delegated, leadership, collaborate, inclusive.

- Employment history - no need to go into great detail, because you should have covered this in the skills and achievements section. Include the company name, Job Title, brief summary of duties and employment dates.

Full Name:

Postcode:

Mobile:

Email:

LinkedIn:

Personal Profile

A personal profile, otherwise known as a personal statement, is the small paragraph which sits at the top of your CV. Its aim is to concisely and effectively highlight your skills and strengths relevant to the sector or job role. This will be achieved in about four sentences.

Have a look at our [personal profile guide](#), to help you write the perfect personal profile.

Skills & Achievements

Skill 1 (example- Communication)

- List skills and achievements related to this skill
- List skills and achievements related to this skill

Skill 2 (example- Team work)

- List skills and achievements related to skill
- List skills and achievements related to this skill

Skill 3 (example- Customer Service)

- List skills and achievements related to skill
- List skills and achievements related to this skill

Skill 4 (example- Numeracy)

- List skills and achievements related to skill
- List skills and achievements related to this skill

Skill 5 (example- Health and Safety)

- List skills and achievements related to skill
- List skills and achievements related to this skill

Skill 6 (example- I.C.T)

- List skills and achievements related to skill
- List skills and achievements related to this skill

Employment History

Month Year– Month Year

Company Name, Location
Job Title & duties summarised

Month Year– Month Year

Company Name, Location
Job Title & duties summarised

Month Year– Month Year

Company Name, Location
Job Title & duties summarised

Education and Training

• **Year achieved**

Name of College/ Training Provider
Qualification, grade

• **Year achieved**

Name of College/ Training Provider
Qualification, grade

• **Year achieved**

Name of College/ Training Provider
Qualification, grade

References Available on Request

Your CV should not be longer than 2 pages.

No need to include reference details here. Always remember to ask permission before including their details within your job applications.

Examples of suitable references- line manager, a mentor or teacher/lecturer/tutor and volunteer placement supervisor.