

Farrans Construction

Employability Workshop

Writing a successful CV

What is a CV?

You've got 30 seconds to make an impact



Your CV advertises you to a potential employer

Olivia Taylor

Professional Summary

Meticulous sales assistant with 4+ years of retail outlet experience. Proven track record exceeding monthly sales targets at Co-operative for 18 months in a row. Repeatedly scoring 95%+ on product knowledge assessments at Primark. Seeking to leverage proven sales skills in a more dynamic position with Zara.

Experience

SALES ASSISTANT 02/2018 - Current Co-Operative, Bath

Operated checkout and assisted customers at high-traffic location with £750k+ in annual turnover. Exceeded monthly sales target by a minimum of 5% for 18 months in a row. Achieved £150 extra daily turnover by upselling products at the counter. Reduced stock losses by 30%. Trained 3 new full-time and part-time team members, and also updating them on company policy and procedures. Created and fostered warm customer relationships. Took charge of opening and closing up the shop at times, cashing up, stock control and visual merchandising.

SALES ASSISTANT 06/2016 - 02/2018 Primark, Bath

Maintained sales floor presence at shopping center fashion outlet that exceed £2m in annual sales. Regularly assisted 250+ customers a day on the shop floor, following up and upselling. Contributed to visual appearance of the store that won national award for best presented store in the chain. Repeatedly scoring 95%+ on product knowledge assessments.

Core Qualifications

- **Upselling:** Proven track record in creating extra turnover by upselling products at the counter and suggesting additions on the shop floor.
- **Visual merchandising:** Contributed to award-winning shop floor arrangements.
- **New employee training:** Successfully trained multiple new colleagues for sales-related positions.
- **Interpersonal skills:** Built warm relationships with regular customers resulting in repeat business.
- **Product knowledge:** Rapidly gaining and successfully maintaining complete knowledge of products, proven by track record of product knowledge assessment.

Education

5 GCSEs including Mathematics and English, 2016
Greenford Academy, London, UK

Languages

- English (Native)
- Spanish (Fluent)
- French (Intermediate)

<https://interactive.barclayslifeskills.com/module/play-the-boss-student#>



Nuttygirl2001@hotmail.com

077789839393

Lisa Jones CV|

Profile

Junior Manager with extensive experience in management information reporting and stakeholder

Big Messy Paragraphs = Unhappy Readers ☹️

Key Responsibilities include Analysing sector-wide and internal trends to pre-empt market movement and optimise sales targets, Monitoring and adapting marketing campaigns to maintain and improve lead conversion, Wide-scale networking across high-profile trade shows to expand market visibility and business links, Liaising regularly with Managing Director to develop long & short-term sales & marketing strategies, Setting and delivering the targets of my 2 direct reports; the Sales and Marketing Managers, Winning new business and developing existing key accounts to increase revenue streams, Spearheading the training and development of both new and existing staff to drive high performance, Overseeing successful integration and promotion of social media marketing to strengthen brand awareness and enquiry numbers, Preparing company and departmental budgets and resolutely striving to deliver the agreed figures and Key Achievements include, Increased annual sales by 12% in 2014 compared to 2013, equating to roughly £400,000, Changes in marketing strategy resulted in a 200% increase in lead generation, Sales team grown by 50% to mirror successful adaptations to existing sales process

Elaborate font

Forename Surname | Office Administrator

Professional Profile

'Accomplished and driven office administration professional with a proven track record in supporting the management of office functions in demanding corporate environments'

With extensive office management and administration experience with leading global organisations; I have worked across numerous business support roles including office manager, receptionist and events co-ordinator. I am a confident user of the Microsoft Office package and am able to meet challenging deadlines to ensure efficiency within any office function and fully support the greater business goals.

Core Skills

- Office Management*
- Business Administration*
- Client Hospitality*
- MS Word, Excel & Outlook*
- Document Preparation*
- Executive Assistance*
- Events Management*
- IT Troubleshooting*

Simple font

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- Document Preparation**
- Executive Assistance**
- Events Management**
- IT Troubleshooting**



David G.

Location: London
Telephone: 07xxxxx
Email: xxxxxx@xxx.com

Personal Profile

'Accomplished project management professional with exposure to large scale defence and maintenance projects with leading global organisations'

Having graduated with a degree in history from Kingston University, I have since completed my graduate year with a leading global project management consultancy, supporting several complex projects, predominantly within the public sector. I have also gained qualifications in the Agile and Prince2 methodologies which have further increased my ability to support the successful delivery of major projects



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- Analysis of sales figures and store profit & losses to formulate new sales strategies
- Ensuring store operates within the legal guidelines in all areas of the retail environment at all times
- Maintaining a high level of product availability through accurate and thorough inventory management
- Human Resource management including staff rotas and annual leave allowance
- Attending weekly meetings with Area Manager to discuss results, sales strategy and initiate store change in appropriate areas to improve the store's performance
- Assisting Area Manager with recruitment of permanent employees and peak-season temporary staff
- Training staff on all aspects of inventory management, merchandising and health & safety
- Coaching newly appointed Store Managers to support them in target achievement
- Daily cash management for entire store and all related documents and administration work
- Ensuring store remains clean, tidy and safe for all customers and staff; removing any hazards

Jul 2006 - Sep 2006 Big Store - General Assistant

Outline

Reporting to the Store Manager; assisting clients with various technical problems whilst offering advice on a

Page 1

**Splitting the role across 2 pages
like this looks really untidy**

multitude of different platforms for medium sized computer store

Key Responsibilities

- Creation of local networks for a variety of clients with different needs and sizes
- Professional repair service for all types of technical equipment
- General administration duties to assist other departments within the business
- Provision of top quality customer service and catering to each individual customers' needs

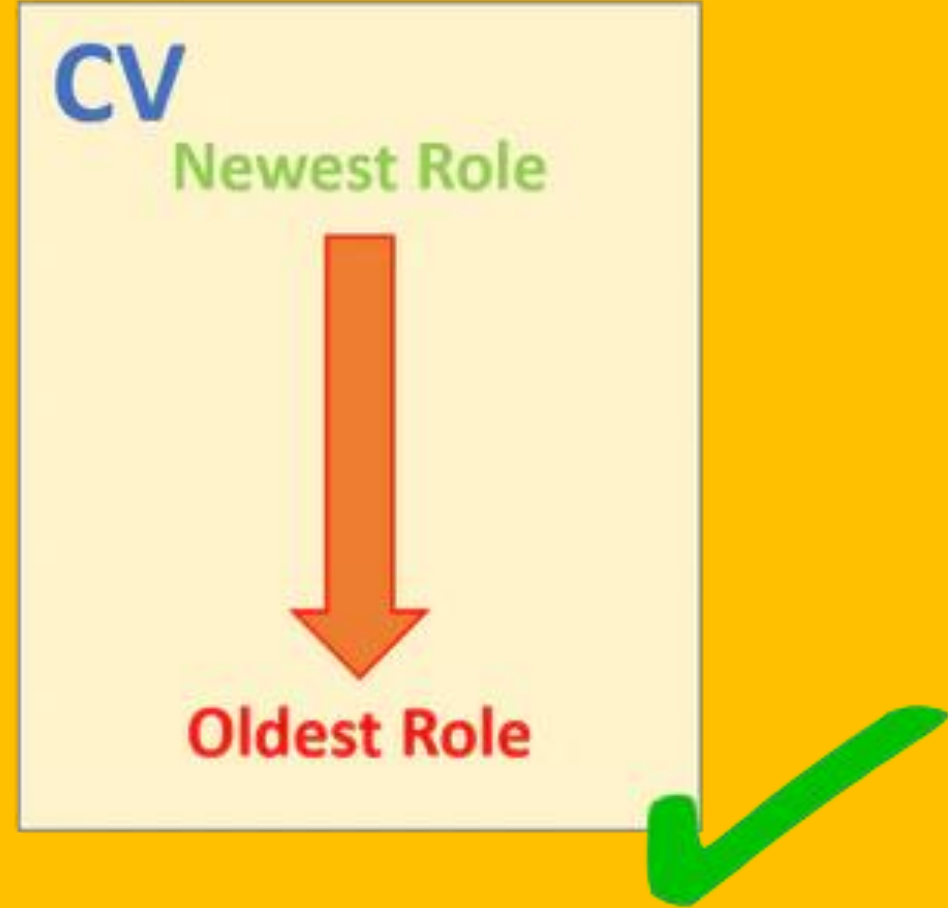
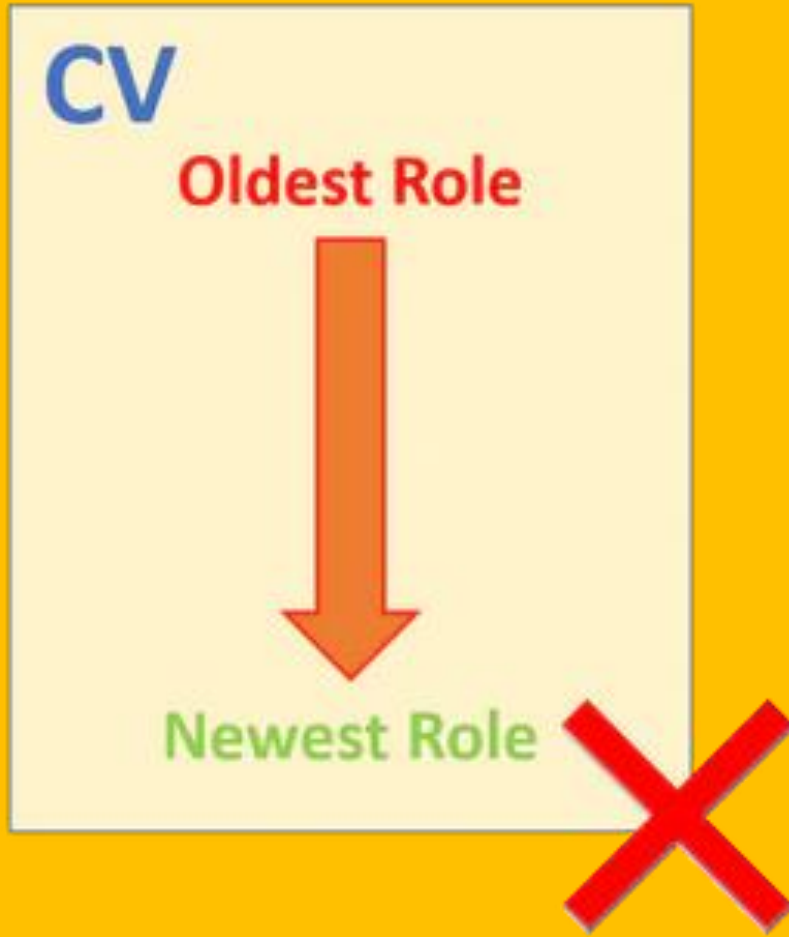


Daveb@yahoo.com
London

Dave B CV

Senior Salesman

Superstar salesman with experience in managing large teams and hitting big sales targets



Incorect Speling



Unexplained Gaps



What should go on my CV?

- Your name and contact details
- Skills and personality traits that show you are a match for the job description advertised
- Your education and qualifications
- Past jobs and work experience
- Interests that show the 'whole person'

Skills

- Verbal and written communication
- Basic mathematics
- Problem solving
- IT, including MS Office
- Team working
- Time management

Additional qualities for your CV

- Proficiency with social media platforms
- Flexibility
- Confident speaker
- Organisational ability
- Languages
- Positive attitude



How should I organise my CV?

Chronological (starting with the most recent)

- Highlights your qualifications and jobs
- Shows your experience

Personal Profile

Education and qualifications

Employment and work experience

Other skills and achievements

Interests

Referees

Mary Smith
24 Maple Road, Cardiff, Wales CF10 XXX
Telephone: 0207 536 253
Mobile: 077-283522
Email: mary.smith@address.co.uk

Personal profile

I am a very positive, proactive and enthusiastic person who works well both on my own and as part of a team. I am confident and motivated to aim high, I have a strong desire to develop a career in customer service.

Education and qualifications

2014–2019	Northvale Park Secondary	GCSEs: Maths	C
		English	B
		Science	C
		Design & Technology	D
		Geography	C

Employment and work experience

2019–2020	Customer Assistant, Tesco Express	• Collected, replenished, organised and managed stock, and dealt with a range of customers
		• Worked under pressure and learned to stay positive and adapt in a diverse environment
		• Strengthened my communication, numeracy, listening and customer service skills
2017–2019	Mentor, Poplar Youth Club	• Led a group of young people aged 9–13, working to promote an interest in learning
		• Helped them improve their self-confidence and academic achievement, and assessed their work to help them set targets

Other skills and achievements

- Leadership: a successful captain for the school football team, with a proven track record
- Employee of the month on three occasions during 2018
- Class President during 2018–19
- Level 3 certificate in 'Introduction to Mentoring Skills' (2017)
- Team working: reliable, honest and capable, helping teams complete learning tasks and projects properly and on time
- Short story published in 'Write Now! Expressions of Youth' (YOUNG WRITERS 2016)

Interests

- I enjoy team and individual sports including football, cricket and badminton
- At present I play league football for Newark FC. This involves me training once a week (Thursday)
- Keen on technology, in my spare time I like to research this industry to keep myself up to date

Referees

Available on request.

How should I organise my CV?

Functional or skills-based

- Highlights your skills and qualities
- Shows your ability

Personal Profile

Skills and personal qualities

Education and qualifications

Employment and work experience

Interests

Referees

Alex Brown
72 Red Lane, Limehouse, London E14 XXX
Telephone: 0207 536 253
Mobile: 077-283522
Email: alex.brown@address.co.uk

Personal profile

I am a very positive, proactive and enthusiastic person who works well both on my own and as part of a team. I am responsible, thorough, respectful, confident and motivated to do my best. I have a strong desire to develop a career in customer service.

Skills and personal qualities

Customer care	Served and helped customers of diverse ages and backgrounds. Level 3 certificate in 'Introduction to Mentoring Skills' (2017).
Communication	Worked with young people aged 9–13 to promote an interest in learning and helped them improve their self-confidence and academic achievement. Short story published in 'Write Now! Expressions of Youth' (YOUNG WRITERS 2015).
Numeracy	Handled cash and credit transactions. Helped young people with numeracy tasks.
Proactivity	Employee of the month on three occasions in 2018. Received certificate for work experience (Trident), in recognition of my high standard of work (2016).
Organisation	Collected, replenished, organised and managed stock. Stayed positive while working under pressure in a busy retail environment. Helped teams complete learning tasks and projects properly and on time at school and college.
Leadership	Successful captain for the school football team. Class President at school (2017–2018).

Education and qualifications

2014–2019	Langdon Park Secondary	GCSEs:Maths	4
		English	5
		Science	4
		Design & Technology	5
		Geography	3

Employment and work experience

2019–2020	Customer Assistant, Tesco Express
2017–2019	Mentor, Poplar Youth Club

Interests

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- At present I play league football for Newark FC. This involves me training once a week (Thursday)
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Referees

Available on request.

Tailoring your CV

Web Designer



You have a great eye for design, good knowledge of coding for the web, and you're up-to-date on all things digital.

Adaptable, observant and ready to roll up your sleeves, you can manage your own projects and build stunning websites on time and to meet our clients' needs.

We're a tight knit team and seek a bright personality with initiative, attention to detail and a solution focused approach to problem solving.

The successful candidate will also need up-to-date experience of HTML/CSS, Javascript and Adobe Creative Suite.

Personal Statement for Web Design Job

As a person I am organised, punctual and a quick learner. I enjoy problem solving and motivating myself.

I specialised in graphics for my BTEC course which involved working with design briefs to produce digital media through Adobe Creative Suite. Working as a group or independently played a big part in all of my college courses, from producing presentations, to carrying out fieldwork.

In my spare time I enjoy travelling, art and socialising, these have all led me to use the internet to research and keep updated with my interests.

I have recently designed my own website which I use as a portfolio and a place to practice using HTML, CSS, Javascript and PHP.

Personal Statement

Look at sample CVs for inspiration.

- Your personal profile should highlight your best skills and personal qualities and can be included at the top of your CV.
- Think about whether you have skills that might transfer to the world of work. Are you good at staying positive when under pressure at school? Do you excel at leadership, or thrive when working in a team? Do you enjoy presenting to a group, or being creative? Are you able to adapt your communication and leadership skills when taking part in virtual activities e.g. working on a team project remotely, or supporting friends via online mentoring? Do you like solving problems?
- Remember to think of how an employer would react. Read it back to yourself when you are finished. What might an employer think of it? Will it grab someone's attention and give them the right impression?

CV Templates

<https://www.myp perfectcv.co.uk/build-cv/choose-template>

ZARA BOND

64 DUNSTAN CLOSE, BRISTOL BS35 3QK

07912345678 | zara.bond@example.co.uk

PROFESSIONAL SUMMARY

Hardworking student with good study skills, strong academic record and readiness to take on demanding assignments. Applies education and personal talents to learn new subjects in detail and delve into challenging topics. Learns quickly and brings advanced Microsoft Office abilities.

SKILLS

Digital skills

- Fast learner with digital apps and software
- Proficient in Microsoft Office

Numeracy skills

- Quick calculations
- Great attention to detail

Excellent communication

- Well spoken
- Great listener
- Good English skills

Training and development

- Willing to learn on the job
- Happy to take out-of-hours training

Teamwork and collaboration

- Team player
- Capable of following instructions
- Easygoing and approachable

Self-motivated

- Eager to please in a new role
 - Energetic and physically fit
-

EDUCATION

GCSES Projected 9-5 - Maths, English, Science, IT, PE, Geography, History, French
Clifton High School

Bristol | Expected in 2023

ACCOMPLISHMENTS

- 100% Attendance, Clifton High School - 2022
- School Netball Captain, Clifton High School - 2020-2022
- Duke of Edinburgh Award, Silver - 2021

CV Tips

Do

- **Be positive and sell yourself**
- **Highlight your relevant skills and experience**
- **Use evidence**
- **Be brief and to the point**
- **Check spelling and grammar**
- **Change your CV to match each job you apply for**
- **Align the skills and experience to what the employer is looking for, based on the job advert**

Don't

- **Lie**
- **Use more than two pages or cram it all into one**
- **Include your date of birth, gender, orientation, marital status, religion or nationality**
- **Leave gaps in your school or work record**
- **Have any spelling or grammar errors**

**Thank you &
Good luck with your CV**

FARRANS
A CRH COMPANY