

An example of a skills based CV

EMMA BURTON

Email: emb@arts.nbham.ac.uk
D.O.B: 12.01.80

25, Vicarage Close
Rotherham
South Yorkshire
Tel: 01709 333333
(Home Address)

23, Pershore Road
Edgbaston
Birmingham
Tel: 0121 444444
(Term Address)

PERSONAL PROFILE:

A keen individual seeking a career in International marketing or Market research. Possessing excellent verbal and written communication skills and the ability to relate to a wide range of people. I am capable of achieving personal objectives as demonstrated by successful completion of my degree and my commitment to work experience activities. I have displayed ambition and goal orientated performance within my studies at university.

SKILLS AND ACHIEVEMENTS:

Communication

- Good communication skills gained from giving presentation at seminars. Issuing clear and concise instructions to suppliers, chairing meetings and dealing with customers tactfully and diplomatically.
- Advising and instructing customers at Aquasports and counselling teenagers at summer camp.
- Working on team projects during my course has involved different roles, which have developed negotiation and persuasion skills.

Team Work

- Successful course work was dependent upon participation and motivation of syndicated project groups.
- Experience of working within a team-based culture involved planning, organisation, co-ordination and commitment.

Problem Solving

- Development of strong analytic and diagnostic skills as part of degree course.
- Running the office at Aquasports Ltd. taught me to find solutions to customer problems in a calm and efficient manner.

Languages

- Fluent German developed through one year's study at T.U. Berlin

Computing

- Good working knowledge of several word processing packages including Microsoft Word, Excel spreadsheets and the Internet.

EDUCATION AND QUALIFICATIONS:**2000 - 2003**

University of North Birmingham

BA (Hons) Combined Arts in English and German (2.2 expected).

(2001 – 2003 SOCRATES programme)**1995 - 2000****Allinton Comprehensive**

3 A-levels - English (B), History (C), German (C). 8 GCSEs.

WORK EXPERIENCE:**2002 - 2003****Aquasports Ltd. Rotherham**

Shop assistant and acting shop manager during summer vacations.

July-Sept 2000**Camp America**

Camp counsellor to 11-19 year-olds during summer vacation.

REFEREES

Dr. Jane Smith, Lecturer in English, University of North Birmingham

Ms. Anne Jones, General Manager, Aquasports Ltd. Rotherham