

Example of a targeted CV

John Charles
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Career Objective

Progression into a multi-national organisation in order to secure employment as a Training Manager.

Skill Profile:

Communicator:

Working within a team responsible for undertaking specific IT projects, I have developed written and oral communication skills, frequently having to produce and present project reports to Senior Management. More recently, my work role within training has raised awareness of the need to establish and develop good working relationships – something I believe I have been successful in achieving. I have learned to seek and accept criticism, using this in a positive manner to further build on my skills. I understand that good communication is vital to a successful organisation and that within training, listening can be more important than verbal skills.

Initiator:

In addition to working in a team, I have had the opportunity to act in a leadership role in order to seek out new contracts. This has not only enabled me to negotiate with customers and assess their specific needs but has also provided me with experience in establishing and refining projects. Within training I have had to work closely with senior management and employees to establish new training provision.

Organiser:

When undertaking a new project, each team member has to determine their own priorities/targets as well as contributing to the project objectives. My organisational and action planning skills have been enhanced as a result. This has paid dividends with time management.

Interpersonal skills:

I relate well to others both within the organisation and externally, at all levels. I recognise the importance of valuing individual's contributions and strengths, believing that encouragement provides positive foundations for future development.

Education
1996- 2002

Open University BSc Psychology 2:1
Courses chosen:

Understanding Psychology
Child Development
Cognitive Psychology
Social Psychology
Signals and Perception

1987 - 1992

Lancaster Comprehensive

A levels in Maths, Physics and History

Training and Development
1999 - 2001

Training and Development Assessors
Awards D32 / D33 / D34

1992 - 1994

British Computer Society qualifications

Work Experience
2000 – to present

Taylor's IT Specialists Training Department

Training needs analysis for IT staff
Formulating training priorities for company and staff
Delivery of in-house training
Negotiating with external training providers and lead bodies
Working within the HR team

1998 – 2000

Taylor's IT Specialists Project Management

1996- 1998
Development

Taylor's IT Specialists Senior Systems

1992- 1996

Taylor's IT Specialists Junior IT Development

Additional skills

- Interviewing / assessing NVQ's
- Car owner – full clean driving licence
- Administration of psychological tests

Activities

- Conservation work (weekends) for 5 years
- Football – both playing and coaching a local team
- Cycling to work

Referees

Mr D Williams, Human Resources Manager,
Taylor's IT Specialists, Lancaster Rd, Lancaster

The Open University in the North West,
351, Altrincham Rd, Sharston, Manchester,
M22 4UN