

Skills-based CV

Here's an example of a skills-based CV for Elizabeth, a psychology student looking to return to work after a career break:

ELIZABETH PAGE

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PERSONAL PROFILE

NOTE: Profile summarises how candidate's career aims align with the job she is applying for.

As a degree student specialising in psychology with The Open University, I am seeking a challenging and fulfilling post supporting disadvantaged young people. Having studied alongside volunteering, I have a proven willingness to learn and an excellent work ethic. My enthusiasm, energy and adaptability has allowed me to work successfully as a volunteer with young people and build good working relationships. I particularly enjoy helping and motivating others to achieve their potential through education and employment.

KEY SKILLS AND ATTRIBUTES

NOTE: Candidate is able to emphasise her full range of skills through a skills-based CV. Bullet points are useful as they are more succinct and can be scanned quickly by the reader.

Strong communication skills

- A track record of engaging young people, with a sensitive but assertive approach, to support their personal development.
- Assisting people with their practical needs and adapting to their specific challenges, through a patient-led approach.
- Responsible for ensuring support sessions are not only fun but include learning development.

Effective time-management and planning skills

- Enabling me to study successfully for my degree whilst volunteering and running a busy home.
- Ensuring that module assignments are completed on time and allowing me to attend residential schools without compromising family needs.

Excellent organisational skills

- Responsible for co-ordinating and organising outings and activities at The Umbrella Children's Home.
- Negotiating and liaising with staff and external organisations to meet needs in support plans.
- Supervision of volunteers at the New Horizon Project.

EDUCATION AND QUALIFICATIONS

2020– Present **BSc (Hons) Open**, The Open University

Specialising in psychology, with modules to date including:

- Childhood studies and child psychology
- Investigating psychology
- Counselling: exploring fear and sadness

1991–1993 **7 Standard Grades incl English and Maths**, Edinburgh High School

EXPERIENCE

NOTE: Provides evidence of working with others in a variety of contexts – both through paid employment and voluntary work.

2019– Present **Volunteer Care Assistant** The Umbrella Children's Home, Edinburgh
Supporting teenagers with additional needs in a residential children's home. Organising events and outings for the residents to support personal development.

2015–2019 **Career break – raising a family**

NOTE: The candidate specifies the reason for her career break, and by using a skills-based CV, she highlights the skills gained from her range of experiences throughout the CV.

2010–2015 **Nursing Auxiliary** Linarth General Hospital, Edinburgh
Assisting nurses to feed, wash and dress adult patients, making beds, and serving meals. Professional training courses enabled me to develop a strong foundation of knowledge around approaches to care.

2009–2010 **Volunteer Support Worker** New Horizon Project, Edinburgh
Providing information to people in the 16-25 age range on specialist services (e.g. drugs and housing). Supervising new volunteers to the centre. Liaising with local organisations in order to maintain up-to-date information.

1993–2010 **Administrative Assistant** Menzies Solicitors, Falkirk

ADDITIONAL INFORMATION

- Internal training as part of volunteer roles including safeguarding, care plan management, welfare systems and basic drug awareness
- Computer literate, knowledge of Windows 10, Microsoft Office and IT databases
- Current DBS
- Extensive knowledge of, and interest in, sport
- Clean driving licence and valid minibus licence