

Skills based example CV produced by:



# Jo Smith

St Helier, Jersey  
07829 XXX XXX  
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[Linkedin.com/in/yourname](https://www.linkedin.com/in/yourname)  
Residential Status: Entitled

**Commented [SG1]:** No need to put your full address, the parish is enough.

**Commented [SG2]:** Ensure you have a professional email address

**Commented [SG3]:** If you have a Linked In account with up to date information it can act as an extension of your CV.

## Profile

An empathetic individual who is passionate about supporting and facilitating independence for clients with diverse needs. Experience of working one to one with a range of clients, building strong and professional relationships with both clients and their families. Practical ability in assessing situations quickly, taking the appropriate course of action where necessary. Now looking for an opportunity in a support worker role to utilise my voluntary experience.

## Key Skills

**Commented [SG4]:** Use the job description or a job profile to tailor your key skills to the role.

### Communication

- Ability to vary communication style to enhance social interaction as needed. For example, using Makaton or gestures where client has been more responsive to these
- Experience of building effective working relations with clients, their families and other service providers for a joined up approach whilst volunteering at Autism Together
- Consistent delivery of quality customer service through listening to customers and advising on suitable purchase items

### Problem Solving

- Responding to clients presenting challenging behaviour when working at Autism Together, using de-escalation techniques and ensuring client and public safety at all times
- Risk assess all activities taking into account how the person is feeling and what trigger points are present that day
- Identifying and implementing promotional strategies to ensure sales targets are met during quiet sales periods

### Organising

- Organising appropriate activities for clients, giving consideration to individual care plans
- Management of up to 20 staff; creating staff rotas to ensure appropriate cover whilst considering individual requests, completing staff reviews and organising training where required
- Collating data and producing monthly reports on sales figures

### Team Builder

- Fostered a cohesive team environment using weekly team meetings to ensure clear communication
- Motivating staff and encouraging morale during periods of change by introducing team nominated 'employee of the week'

NB: This CV is based on someone wanting a career change and has used a skills based CV to highlight more clearly the transferable skills and experience needed for the role they are applying for

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## Voluntary Work

**Autism Together**, Befriender May 20XX - Present

## Work History

**Bridgehall Department Store**, Retail Supervisor 20XX - Present

**Bridgehall Department Store**, Sales Assistant 20XX – 20XX

**Hair Design**, Receptionist 20XX -20XX

**Commented [LJ5]:** As this is a skills based CV, it isn't necessary to detail specific job duties but make sure you have evidenced your skills well

## Education and Training

### Autism Together

Safeguarding Training 20XX  
SPELL Training Level 1 & 2 20XX

### St Johns Ambulance

First Aid 20XX

### Open University

#### An Introduction to Health and Social Care

20XX-20XX  
This involved researching case-studies on receiving and working in care services, looking at key concepts around effective communication. Studied how different theories underpin professional practice and built up a good understanding of the care sector and skills for working within care.

### St Helier School and 6<sup>th</sup> Form

A Levels; History (B), English (B), French (C) 20XX – 20XX  
8 GCSEs; 7s to 4s (Including maths, English and science) 20XX – 20XX

**Commented [SG6]:** In this section include all training you have undertaken that is in date and relevant to the role you are applying for. Education should go back to secondary school and all should start with the most recent training or education undertaken going back to your GCSEs.

**Commented [SG7]:** Ensure your courses are in date where an expiration date exist, i.e. three years for First Aid.

**Commented [SG8]:** Outline key study modules that shows the depth of relevant knowledge.

## Interests

Kayaking and sailing, member of Longs Yacht Club.

**Commented [SG9]:** Details of current interests and hobbies can be useful to include as it gives an employer an insight into your personality and values.

## References

Available on request

**Commented [SG10]:** Here it is enough to say "available on request". This saves space and keeps you in control of when your references are contacted and by whom.

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