

CV Sample 1:

48 Any Road Edinburgh XY11 3ZZ Tel: 01234 123456 email: epage@nothotmail.com

ELIZABETH PAGE

PERSONAL PROFILE

Having recently gained a Psychology degree with the Open University, I am now seeking a challenging and fulfilling post helping disadvantaged young people. I have considerable experience in working with teenagers and, having studied alongside full-time work, have a proven willingness to learn and work hard.

I am enthusiastic, energetic and adaptable and am able to relate well to young people. I enjoy helping and motivating others to achieve and fulfil their potential.

KEY SKILLS

Effective communication skills

In my present job, I am responsible for helping with the children's physical needs and aim to help them come to terms with their specific difficulties. I need good verbal communication skills and a sensitive approach to do this. I also endeavour to ensure sessions are not only fun but include some learning development.

As a Volunteer Support Worker I have demonstrated my ability to gain the trust of young people and have been able to deal sensitively but assertively with their demands.

Good time-management skills

I have needed good time-management skills in order to survive while studying for my degree, while working full time and running a busy home.

Forward planning and ability to prioritise

My Open University assignments had rigorous cut-off dates. This meant that I had to plan ahead to ensure I had the extra time often required in order to hand in the assignment on time. This involved being able to prioritise other essential tasks. In addition, I was required to attend three week-long residential schools, requiring careful forward planning for my family's needs over these weeks.

Excellent organisational skills

I am responsible for organising outings and activities at the home where I work as a volunteer. This involves negotiating what is possible, liaising with staff, planning each outing, organising other volunteers to help, ordering the minibus and leading the group.

EDUCATIONAL QUALIFICATIONS

2001-2006	BSc (Hons) Psychology 1st Class Honours	The Open University
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Courses included:

- Child development (Distinction)
- Working with young people
- Social psychology (Distinction)

1983-1988	7 'O' Grades including English and Maths	High School Edinburgh
	1 Higher Grade English (C)	



CAREER HISTORY

1997-present	Care Assistant	The Silken Umbrella Children's Home
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Helping teenagers with additional needs in a residential children's home

1991-1997	Career break bringing up two children
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1989-1991	Nursing Auxiliary	The Hospital for Sick Children Edinburgh
Helping nurses to feed, wash and dress patients, making beds, serving meals		

VOLUNTARY WORK

2005-present	Volunteer Support Worker	New Horizon Project, Edinburgh
Providing information to the 16-25 age range on specialist services (e.g. drugs and housing)		
Liaising with local organisations in order to maintain up-to-date information		

1998-2000	Volunteer	The Prince's Trust
Acted as a volunteer, organising a sporting event for young people. This was an annual event, lasting a week, run at a holiday camp. Most of the young people there were either in care or were at risk of offending.		

ADDITIONAL INFORMATION

- Computer literate, knowledge of Windows 98 and databases
- In-house training on benefits system and basic drug awareness
 - CRB checked
- Extensive knowledge of and interest in sport
- Clean driving licence and minibus certificate

<http://www.open.ac.uk/careers/docs/elizabeth-page-cv.pdf>



CV Sample 2:

Mohammed Hafiz

48 Any Street Marton Herts XY11 3ZZ

Telephone: 01234 123456 (day), 01234 654321 (evening), email: Hafiz@nomail.com

Career Summary

I am a Natural Scientist with a keen interest in environmental conservation and sustainable development, with more than 10 years' experience in the environmental sector. Having recently gained my degree, I now have the underpinning scientific knowledge as well as the practical experience to enable me to contribute more fully in the management, protection and improvement of the local environment.

Key Skills

Excellent communication skills, both written and spoken, and the ability to make technical and scientific issues clear to a variety of people

- Good understanding of current environmental issues
- Specialist knowledge related to ornithology
- Good organisational and forward planning skills
- Competent IT skills: Microsoft Office XP, Outlook and Internet Explorer 6.0

Educational Qualifications:

2001-2007	B.Sc. (Hons) 2:1 Natural Sciences with Biology	The Open University
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Courses included Animal physiology, Ecology and Evolution. A major project focused on the interaction between humans and the natural environment and the kinds of conflict which can occur.



Career History

2004- Present	Visitor Centre Manager	Sandylands Wetland Trust
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- promoting conservation issues through talks, displays and literature
- in charge of recruitment and supervision of two paid staff and 15 volunteer helpers
- organising activities and projects to encourage visitors reception of visitors: a major part of the job is imparting information appropriately to people with differing levels of knowledge
- preparing applications for funding

2000-2004	Conservation Assistant	Springwell Wild Life Trust
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- working as part of a team helping to protect the reserve
- responsible for stocktaking and ordering stationery and equipment
- dealing with visitors and enquiries about the reserve

1996-2000	Assistant Manager	Cirencester Sports Shop
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- supervision of 10 staff
- purchasing and budgeting
- dealing with customers and cash handling

Voluntary Work

1980 - present	Member and currently chair	Waverley Nature Society
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- organisation of working parties for conservation work on reserves
- liaising with local authorities and the Wildlife Trust regarding project work
- ensuring satisfactory completion of project work.

1998-2001	Volunteer helper	Waverley Nature Society
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Helping to protect nesting ospreys at Norton Lea reserve for two weeks per year
Tasks involved informing visitors about ospreys and the conservation work on the reserve, and overnight watches to protect the birds.

1988 - 1998	Volunteer helper	Waverley Nature Society
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Hungary-Croatia
IPA Cross-border Co-operation Programme

Training material for the SPEAK THE SAME project (HUHR/1001/2.2.3/0002/02)

Responsible for organising and leading outings and activities for young people interested in watching birds.

After school I gained experience in hospitality at a hotel, which entailed serving customers and handling cash, and also in retail where I gained experience in outdoor sports equipment.

Additional Information:

When in charge of fund-raising for the Nature Society's Local Members' Group, I helped to raise £3,000 with a sponsored bird watch.

- Keen and knowledgeable birdwatcher in Britain and Europe.
- Wide sporting interests, including athletics (formerly 100 and 200 metres county champion) and squash.
- Other interests include travel, hill walking, photography and DIY projects
- Full clean driving licence.

<http://www.open.ac.uk/careers/docs/mohammed-hafiz-cv.pdf>



The project is co-financed by the European Union through the Hungary-Croatia IPA Cross-border Co-operation Programme

CV Sample 3:

Jane Brown

Home address: 11 Wood Lane, Anytown, Anyshire QQ1 3ZZ

Term address: 22 Lenton Promenade, Lenton, Nottingham NG7 2ZZ

Email: jane.brown@nomail.net

Tel: 01999 223344

Date of Birth: 20-02-1984

Nationality: British

EDUCATION

2002-2005 **The University of Nottingham**

BSc (Hons) Zoology

- Modules including introductory genetics and human physiology, animal form and function, biological photography and imaging, ecology, animal behaviour and conservation biology and biogeography

- 2nd year dissertation: The influence of xxxxx xxxxx xxxxx

1995-2002 **Anytown School**

Special Paper: Physics (Merit)

A Levels: Biology (A), Chemistry (A), Mathematics (A), Physics (A),

General Studies (C)

GCSEs: 10 GCSEs (5A* 4A)

RELEVANT EXPERIENCE

Summer 2004 **Conservation Volunteer, Sea Turtle Protection Society, Greece**

- Spent 4 weeks carrying out field work tasks and interacting with visitors to the island promoting the work of the society

- Used initiative and determination to raise finances to fund trip

- Developed communication skills and patience to interact with other volunteers from 9 different countries, local people and tourists.

Summer 2003 **Conservation Worker, Ecuador**

- I worked in 5 different biological reserves for 6 months run by the XXXX Organisation, including Amazon Basin jungle, mangrove swamp, cloud forest and a mountain reserve.

- Overcame language and cultural boundaries to live with local people working towards sustainable farming techniques.

- I assisted a Ph.D. student on a project netting and monitoring various birds and worked on replantation schemes.

2003 to date **Conservation Volunteer, Nottingham**

- I have participated in regular one-day conservation tasks including tree planting, footpath construction and creating wildlife habitats.

- I have also organised and led fellow students in these activities.

OTHER WORK EXPERIENCE

Summer 2003 **Office Administration Assistant, Anytown Health Authority**

- Working with confidential patient records and liaising with local Doctors surgeries in locating and distributing files.

- Use of computer systems in searching for records and data input.

2002 to date **Lifeguard/Assistant Swimming Teacher, Nottingham Leisure Centre**

- Responsible for the safety of swimmers during public sessions

- Assisting Swimming teacher with coaching both adults and children

- Co-ordinating and supervising activities at the childrens' swimming club

1999-2002 **Barman, Dog and Duck, Anytown**

- Started as a waiter and became a barman in a busy restaurant/pub.

- Wide experience of customer service and also a keyholder so had responsibility for closing up at night.





POSITIONS OF RESPONSIBILITY

- Treasurer of the Nottingham University Conservation Society 2002-2003. Undertaking and organising practical conservation trips at least once a week.
- Anytown Swim Club Team Captain 2000 – 2002. Competed in a many events and attained some medals. My role as captain developed my leadership skills.
- Mentor, Anytown School. Whilst in the sixth form I took part in a week of training so that I could become a counsellor to a class of year 7 students. I was an approachable figure if a student had any issues where they felt uncomfortable approaching a teacher. I listened to the students needs and worked with them to find a solution to the problem. I also visited primary school doing workshops with other counsellors on issues such as bullying and drugs.

ACTIVITIES/INTERESTS

- I still swim regularly
- I am a keen natural history photographer
- I enjoy watching football and have regularly attended United matches from the age of 7.
- I am a member of the Institute of Biology and took part in the British Biology Olympiad 2001.

SKILLS

IT: I am familiar with Windows and Microsoft office and basic web design
Basic First Aid (Module I) inc. Leisure Time Module (expires 03/05)
National Pool Lifeguard Qualification (expires 10/05)
Assistant Swimming Teacher Certification
Full Clean Driving License

REFEREES:

Employer: Tutor:
Mrs J Walker, Manager, Dr Tessa Tube,
Anytown Health Authority, School of Biology
Medical House, University of Nottingham,
Anytown. University Park
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CV Sample 4:

SUSAN HELEN SMITH
105 HAXEL ROAD
LONDON
SW11 0NT
tel: 0207 657 8333 mob: 07979 629121
suziesmith@gmail.com

SUMMARY

A motivated and creative individual with 4 years buying experience in the multiple retail sector seeks to broaden her career, drawing on her excellent communication and organisational skills, plus her ability to work independently as well as cooperatively.

Areas of expertise include;

- Sourcing from wide supplier base (UK, Europe and Far East). 3 years experience of sourcing FOB (5 sourcing trips to Hong Kong and Taiwan)
- Excellent people skills and ability to adapt tone and manner depending on audience
- Versatility and quick responsiveness in new buying areas and markets
- Forecasting and budgeting sales and profit - for long term budgets and for more immediate plans
- Understanding and analysing sales data on a constant basis so that ranging decisions can be made to the benefit of the category
- Buying to each season (Spring Summer/ Autumn Winter) and ensuring successful launch and exit of each season
- Working cross functionally across different divisions (supply chain, trend and design, marketing) to ensure successful launches of product ranges and promotions
- Strong presentation skills with ability and experience in presenting to the most senior of management (CEO and board directors)

EXPERIENCE

Senior Buyer, Kitchenware March 2003 - Present
Trolley's Supermarkets Ltd, London

- Responsible for purchasing all kitchenware (700skus) for over 400 stores with an annual Turnover in excess of £32 million
- Managing a fragmented supplier base through efficient organisation. Have an excellent working relationship with all suppliers by using a calm and friendly but authoritative manner
- Have moved a large proportion of the kitchenware business from using a UK agent to direct sourcing and developing close relationships with 3 key Chinese vendors. This has not only improved our % margin by 12





ppts but has also lead to better quality products and more control over the final product. Because of this I have been able to provide products which are better value for money to our customers.

- Played an integral part recent major launch into the general merchandise category by step changing approach to kitchenware The increase and focus on interesting and exclusive skus has led to a 47% like for like increase in sales.
- Negotiated licensing deal for an exclusive range of kitchenware which has recently launched, beating sales forecasts by 32% and meaning that 2 repeat orders have had to be made already. The total range is on track to turnover £2million in just 10 weeks..
- Launched tablecloths under my own initiative leading to an incremental £350,000 sales over a 10 week period.
- Ensuring that all products receive appropriate promotional support (In store/ external advertising, PR). Several products have received coverage in leading publications such as Marie Claire, and Just Seventeen
- Responsible for the development of junior buyer and assistant buyer, monitoring their development and conducting bi annual reviews of their performance
- Have implemented a comprehensive pricing structure for the category so that products are clearly tiered into good, better and best and so that every demand is served

Buyer, Detergents April 2002 - March 2003

- Planned a strong programme of key promotions and killer deals for the Spring Clean season
- Cut supplier base from 85 to 34 live suppliers to improve buying efficiency and also enable better supplier management
- Negotiated no returns discounts with top ten suppliers worth an incremental £150,000 profit
- Buying trips to Hong Kong, Poland, Germany
- Worked with key global brands such as Unilever, P+G

Buyer, Confectionary May 2001- April 2002

- Negotiating with key branded suppliers such as Pedigree Master Foods, Nestle and Procter and Gamble
- Arranged Corporate information day for top twenty suppliers which involved a joint brain storming session leading on to a regular strategy group for the top 5 suppliers
- promotional strategies to the benefit of Sainsburys and the Blue Cross
- Working direct mailing magazine to target customers and raise profile of new products

Graduate Buyer, Bread Rolls October 2000 - May 2001

TRAINING

Extensive training programme provided by company has included:-, Sainsbury's Certificate of Trading - 6 months training course, Advanced Negotiation Skills (PMMS), Negotiation Skills (Scotwork), Impact and Influence, Commercial Awareness , Cultural Awareness and various courses covering different aspects of business in an FMCG environment.





EDUCATION

The University of Brighton Bachelor of Science with French (2.1) September 1996 -June 2000

IECS (European Business School), Strasbourg, France. Erasmus Certificate, September 1998 -June 1999

The Shelter School, Wiltshire

September 1989 -June 1996

A Levels History Grade A

French Grade A

Geography Grade A

9 GCSES , 5 As and 4 A*s including Maths (A*), English (A*) and Science (AA)

INTERESTS

Photography - recently passed City and Guilds Photography course Level 2 at Morley College with a distinction grade

Languages - French, Spanish

Yoga

Source: <http://www.whatprice.co.uk/financial/hybrid-cv.html>

