

## An example of a skills-based CV

<b>Matthew Briggs</b>	Keep profiles concise and showing career focus	
<b>Address:</b> 17 The Grove Bath BA2 9RU	<b>Telephone:</b> H: 01225 859 011 M: 07971 336543	
<b>E-mail:</b> briggsm@hotmail.com	<b>Date of Birth:</b> 3rd August, 1984 <b>Nationality:</b> British	
Final year bioscientist, with strong analytical and interpersonal skills, seeking a career in production management with a leading pharmaceutical organisation.		
<b>SKILLS &amp; ACHIEVEMENTS</b>		
<b>Team working</b> <ul style="list-style-type: none"><li>Experience of working in groups during academic projects including planning, role allocation, co-ordination and commitment. Won AstraZeneca team-working prize for second year academic project.</li><li>Worked effectively with colleagues at St. Georges Hospital pharmacy to understand and co-ordinate their requirements for a new database. The implementation of this database has since reduced administration time by approximately 30%.</li></ul>		
<b>Effective communication</b> <ul style="list-style-type: none"><li>Strong selling and negotiation skills developed through close customer contact in retail and health sector environments. Trained in personal sales, advanced interpersonal skills and customer focus. Recently exceeded personal sales target by 300% during weekend trading.</li><li>Presentation skills and confidence demonstrated during the delivery of tutorials and group presentations at university. Have presented to groups of 5 to 100 and enjoy public speaking.</li></ul>		
<b>Initiative</b> <ul style="list-style-type: none"><li>Researched new sportswear concepts for the store and proposed ideas for event evenings during my weekend position. One idea was translated into an event that raised £400 for a local charity.</li></ul>		
<b>Problem solving</b> <ul style="list-style-type: none"><li>Designed and developed a new database for the pharmacy managing financial, administrative and project information. Researched the latest developments to provide relevant software for the budget.</li><li>Frontline customer roles have taught me to find solutions to customer problems in a calm and efficient manner.</li></ul>		
<b>Technical skills</b> <ul style="list-style-type: none"><li>Fully competent with all Microsoft Office packages and a number of scientific packages. Learning to program in Java and C++.</li><li>Enjoyed consultancy role in understanding client's need for database development and implementation.</li></ul>		
<b>Languages</b> <ul style="list-style-type: none"><li>French – basic spoken.</li><li>German – proficient.</li></ul>		
<b>Driving licence</b> full clean for 4 years.		

Skills sections are useful if you are clear about what the employer wants

Try to quantify achievements where possible

## EDUCATION

**The University of Bath** 2001 – 2005  
BSc Biological Sciences  
Expected grade 2:1  
An analytical degree developing research techniques, problem-solving skills and group working.

**Project:** Identifying possible solutions for CTB transmission - required strong analytical thought to identify prior considerations and contingencies.

**College of South West England, Bristol** 1999 – 2001  
A-levels: Biology (B), Chemistry (B), Business Studies (C)

**Farr Wood High School, Bristol** 1995 – 1999  
GCSEs: 10 GCSEs achieved 4 As, 2 Bs, 4 Cs.  
(English and Mathematics – B, B)

## EMPLOYMENT

**St. Georges Hospital Pharmacy, Bristol** Summer 2003

**Voluntary Project – Administration and IT consultancy**

Researched, developed and tested a new database for the organisation.

Also provided customer service support and carried out stock maintenance

**Frankie's, Bath**

**Sales Consultant** - Part time/weekends/vacations

2002 – 2004

**Blue Star Agency, Bristol**

**Various retail, administrative and customer service roles.**

Silver service waiting on, stock-filling, packing and filing positions through Blue Star Agency.

1997 – 2003

Even on a skills-based CV, an overview of your responsibilities can help the employer make sense of your experiences to date

## POSITIONS OF RESPONSIBILITY

**Elected Hall Representative**

Inducting new students and liaising with staff and students to ensure the smooth running of hall life.

2004 – 2005

**Farr Wood Under 11's Support Coach**

Support the coach in motivating, training and co-ordinating this group of enthusiastic footballers.

Ongoing Vacations

## INTERESTS

**Football** - Regularly play with hall team, coaching and watching national games.

## REFERENCES

Mr. J. Franks (Manager)  
Frankie's  
High Street  
Bath BA4 3PL  
Tel: 01225 456 987  
Frankies@yahoo.com

Professor F. Rogers (Tutor)  
Biological Sciences  
University of Bath  
Bath BA2 3RD  
Tel: 01225 432 123  
F.Rogers@bath.ac.uk