



# Example Skills-based CV

There is no need to put CV at the top – your name should be the title. Alex has included contact details without using the words: telephone number and email. This makes his CV look neat and uncluttered.

Alex has tailored his profile to the job description which is asking for analytical skills and the ability to communicate well with others.

Alex has highlighted relevant modules and his results.

Alex has kept his previous education succinct and to the point.

Alex has taken skills listed from the job description and used these as headings to structure his CV.

Using a skills-based approach means you can use examples and evidence from various activities to show an employer you've got the skills they are looking for.

## Alex Gordon

Alex Gordon 07985600990  
[a.gordon@googlemail.co.uk](mailto:a.gordon@googlemail.co.uk)

A penultimate year student at the University of Nottingham, studying for a degree in geography. I have excellent analytical and relationship-building skills gained through my studies and work experience. Currently seeking a graduate role in environmental consultancy to use and develop these skills.

### EDUCATION

**University of Nottingham, – BSc Geography (predicted 1st class) 20XX – present**

Modules include:

- Earth and Environmental Dynamics (78%)
- Interpreting Geographical Data (68%)
- Economic Geography (73%)
- Environmental Change (67%)

If you're predicted a good grade, then state it.

**Broadgreen International School, Liverpool 20XX – 20XX**

International Baccalaureate Diploma,  
Point score 41, awarded sixth form High Achiever award

### SKILLS PROFILE

#### Data analysis and interpretation

- Through the Interpreting Geographical Data module, I have strong data analysis skills and good communication skills to present complex data.
- I analysed geographical site data to inform recommendations for a client report, whilst undertaking work experience at Percy & Bolt, an environmental consultancy company.

#### Client focus

- During my summer placement at the Environment Agency, I worked with a range of both internal and external stakeholders. Using my excellent communication and interpersonal abilities, I responded to their questions in a professional manner.
- Currently, I work part time in the Students' Union shop on campus and I recently won the Employee of the Year award for going the extra mile to help customers.

#### Project management

- I am an active member of the Nottingham Geography Society coordinating a varied guest lecture series for members.
- As the team leader of a recent group project, I planned and organised the five team members to achieve the highest module score given by the lecturer.



Alex has included his work experience but has gone into less detail as he has expanded on his skills in the section above.

You could call this section Additional Skills/ Qualifications and add skills such as IT or having a driving licence.

If fluency in a foreign language is a job requirement, Alex should have included this earlier in his CV – perhaps in his personal profile.

**ENVIRONMENTAL WORK EXPERIENCE**

**Summer 20XX: Work Experience – Percy & Bolt, Bath**

Percy and Bolt are an environmental consultancy specialising in environmental impact assessment.

**Summer 20XX: Placement – Environment Agency (EA), Bristol**

The EA is a non-departmental public body of the Department for Environment, Food & Rural Affairs.

**PART-TIME EMPLOYMENT**

**20XX – present: Customer Service Assistant - University of Nottingham Students' Union shop**

I am responsible for stocking shelves, dealing with customer queries and taking cash and card transactions.

**Summer 20XX: Swimming Pool Attendant – Gloucester Road Baths, Bristol**

This involved concentrating for long periods to ensure the safety of swimmers, checking pool equipment from a health and safety perspective as well as cleaning duties.

**ADDITIONAL QUALIFICATIONS**

**The Duke of Edinburgh's Award**

I recently completed the silver award and will undertake the gold award next year.

**Emergency First Aid Certificate**

I successfully completed a St John Ambulance training course and can deliver basic life-saving first aid.

**EXTRACURRICULAR ACTIVITIES**

- **GeogSoc:** I am an active member of the Nottingham Geography Society responsible for the organisation of a guest speaker programme.
- **Squash:** I am passionate about squash, and really enjoy the team ethos playing competitively for the University of Nottingham team.
- **Languages:** I am an intermediate Spanish speaker and have recently begun German language lessons.

**REFERENCES**

Dr. George Hardy  
Lecturer in Environmental Change  
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Principal Environmental Consultant  
Percy & Bolt Environmental Consultancy  
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List your work experience and other part-time jobs in reverse chronological order.

Alex has succinctly made the point that he has organisational skills.

Showing you have interests outside your subject can highlight you as a well-rounded, interesting person to an employer.