

## An example of a skills-based CV

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A penultimate year student at the University of Nottingham, currently 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)

2015 – Present

Modules include:

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

Broadgreen International School, Liverpool  
- International Baccalaureate Diploma  
Point score 41, awarded sixth form High Achiever award

2007 – 2014

### Skills Profile

#### Data analysis and interpretation

- My academic studies demand a strong ability to work with complex data. Through undertaking the Interpreting Geographical Data module I have gained confidence in my ability to understand and explain a range of information sources.
- 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. This required excellent communication and interpersonal abilities to understand and respond to client need.
- Currently, I work part time in the Students' Union shop whilst I am at university, recently winning the Employee of the Year award for always going the extra mile to help customers.

#### Project management

- As an active member of the Nottingham Geography Society I have been involved with a number of projects including the coordination of a varied guest lecture series for members.
- I recently completed a group project module as part of my course. I happily took on the team leader role and successfully directed the team. We received positive feedback for our planning and organisation.

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: address, 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.

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

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.

## Environmental Work Experience

### Summer 2017: Work Experience – Percy & Bolt, Bath

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

### Summer 2016: Placement – Environment Agency (EA), Bristol

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

## Part-time Employment

**2015 – present: Customer Service Assistant - University of Nottingham Students' Union shop**  
I have worked for the Students' Union during term time since my first term at university.

### Summer 2015: Swimming Pool Attendant – Gloucester Road Baths, Bristol

I spent the summer before I started at university working as a pool attendant and I now do occasional shifts during vacation periods.

## Additional Qualifications

### Duke of Edinburgh award

I recently completed the silver award and aim to progress through the gold award next year.

### Emergency First Aid Certificate

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

## Extracurricular Activities

**Geogsoc:** I am an active member of the Nottingham Geography Society and am responsible for the organisation of a guest speaker programme.

**Squash:** I am passionate about squash, and really enjoy the team ethos when I play competitively for the University of Nottingham team.

**Languages:** I am an intermediate Spanish speaker and have recently begun German language lessons.

## Referees

### Dr. George Hardy

Lecturer in Environmental Change  
University of Nottingham  
George.Hardy@nottingham.ac.uk  
0115 8765443

### Mrs. Mundeep Singh

Principal Environmental Consultant  
Percy & Bolt Environmental Consultancy  
M.Singh@PercyandBolt.com  
01225 8670090

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.

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.

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

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