

A skills-based style of CV draws the emphasis away from individual job roles and towards Amanda's transferable skills, which are summarised under distinct headings. This will make it clear to potential employers what Amanda could bring to a job in any field.

Amanda Davies

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Amanda has re-written her personal profile to make it more skills-focused, showing a summary of her transferrable skills.

Profile

A candidate with considerable experience in the education sector both as an English teacher and Head of Department. A proven record of supporting, coaching and training staff and students to achieve goals. An effective communicator with good project management and analytical skills.

Leading, coaching and mentoring

- Leadership qualities and the ability to manage challenging behaviour effectively
- Mentoring various members of staff through Initial Teacher Training and their first line management posts; coaching, developing and supporting staff with personal issues and work problems
- Providing ongoing pastoral care to students
- Decision-making regarding teaching methods, design of the school curriculum, departmental budgets and staff recruitment

The leadership, coaching and mentoring aspects of Amanda's previous roles were only mentioned briefly in the previous CV. In this format they are emphasised.

Communication

- Excellent written and verbal communication skills, with the ability to communicate subject material to students of mixed abilities and backgrounds
- Establishing and maintaining positive relationships with fellow professionals and parents

Project management

- Designing and implementing a new school intranet site
- Initiating pilot project with local Connexions Service, providing help and support with careers guidance and work experience placements for students
- Organising and supervising after-school activities including educational visits, sporting events and school productions

This section highlights additional responsibilities that were not included on the original CV. These emphasise her involvement with non-teaching work.

Experience

| | | |
|-------------|-------------------------------------|--|
| 2005 – 2008 | Trent Secondary School | Head of Department/ English Teacher |
| 2002 – 2005 | City of Nottingham Secondary School | English Teacher |
| 2000 – 2002 | Stonecrest Upper School | English Teacher |

Training

- Coaching in the Workplace Certificate
- Various line management training including: setting objectives and conducting appraisals; leading a team; motivating staff; recruitment and selection; assertiveness at work
- Sector-related learning and development including: equality and diversity; child protection
- First aid qualifications
- Various IT training courses including Word, Excel, Powerpoint, internet and e-mail

This style of CV still shows Amanda's work history but it is less prominent than before, allowing a potential employer to focus more on how she could use this experience outside the classroom.

Amanda has included more details of other transferable skills she's learned on training courses, including line management skills.

Qualifications

- **Bachelor of Education (BEd) degree (2:1)** – University of Warwick (2000)
- **3 A Levels** – English Language (B), English Literature (B), French (B)
- **8 GCSEs** – Grade A to C

Additional information

Full, clean driving licence

Language skills – fluent in French, conversational Spanish

Interests

Sports – a range of sports and outdoor pursuits including canoeing, rock climbing and diving

Fundraising co-ordinator for local children's charity

Even though the CV is longer and more detailed than before, it gives a broader view of Amanda's skills and abilities and is still only two pages.

References

Available on request.