

ANN EXAMPLE

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Commented [A1]: No need to add your full postal address. Add your Linked In account and link to any portfolio work if you have one. This will be important for creative roles.

Commented [A2]: This should be only a few lines and highlight your skills, qualities and experience related to the role you are applying for. Use the job description to identify key words for this section.



PERSONAL PROFILE

Psychology graduate with experience of supporting a wide range of individuals with specific needs to develop their communication and social skills. Quick to develop good relations with others having a non-judgemental, empathetic and caring nature. Experienced in report writing, analysing research and applying theoretical knowledge to practical issues and problems. Now seeking an opportunity to further develop my career supporting others.



EDUCATION

BSc (hons) Psychology 2:1 | University of London
20XX – 20XX

Dissertation: 10,000 word research project on the cognitive outcomes of malnutrition

Core modules studied:

- Memory and Language
- Social and Developmental Psychology
- Brain Process of Cognition and Perception
- Abnormal Psychology and Personality
- Emotion and Social Cognition
- Cognitive Psychology
- Statistics
- Research Methods

Commented [A3]: Give a brief summary of relevant modules studied or projects undertaken to show any relevant knowledge and experience gained.

St Helier Sixth Form | A-levels

Psychology (B), Maths (C), Biology (C)

St Helier Secondary School | GCSEs

8 GCSEs 4 – 8s including maths, English and science



SKILLS

- **Organisational:** Completed several projects at once that required forward planning to ensure that multiple deadlines were met and work was completed to a high standard.
- **Communication:** Required to communicate with a wide range of people whilst working as a Support Worker.
- **I.T.:** Proficient use of Word, Excel, Outlook and PowerPoint. Demonstrated a broad range of technical and practical skills including statistical data management and analysis, effective utilisation of SPSS software, applied quantitative and qualitative research methods.
- **Analytical:** Able to analyse complex data effectively and detect errors as demonstrated through psychology research projects whilst at university.

Commented [A4]: Tip: use the job description to identify those key skills the employer is looking for and match yourself to these.



WORK EXPERIENCE

Support Worker | Emerald House

September 20XX – present

Currently working for a charity which supports adults with learning difficulties. Duties involve;

- Working one to one with adults in the community, assisting individuals to live independently
- Supporting adults with their daily activities including food shopping, banking and accessing services within the community
- Acting as an advocate for the rights of individuals and helping to voice the needs of clients to services
- Liaising with other support agencies such as Health and Social Services to meet the agreed needs of the clients
- Maintaining accurate written records which are used to review clients' progress with partner agencies and ensure support needs are being met

Volunteer | Norcare

June 20XX – January 20XX

- Worked directly with vulnerable young people at risk of becoming homeless
- Involved in mentoring 5 young people with specific responsibility for helping them to access appropriate education and training opportunities
- Liaising with other charities and statutory services such as Connexions

Commented [A5]: Start with your most recent experience. List the duties you had, putting the most relevant duties first.



EXTRA CURRICULAR ACTIVITIES

Events Coordinator | Psychology Society

October 20XX – June 20XX

- Responsible for inviting speakers from a diverse range of psychology backgrounds to speak to society members
- Played a key role in organising a networking event with representatives from the field of clinical psychology in response to student interest

Commented [A6]: Adding extra curricular activities can showcase your skill set and interest to an employer.



INTERESTS AND HOBBIES

I currently play bass in a band and regularly perform in local venues.



REFERENCES

Available on request.