

Ann Example

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Click [here](#) for my portfolio

Tip: Add a link to your LinkedIn account and any portfolio you have.



PROFILE

Experience of managing busy administrative and customer facing roles, working well under pressure. Always prioritise to manage busy workloads paying great attention to detail. Familiar with HR best practice and now wishing to pursue a career within this area.

Tip: Your Profile section should be a short paragraph of a few lines. It should highlight your skills, qualities and experience relevant to the role.



CAREER HISTORY

TRAINING ADMINISTRATOR

Top Company

March 20XX to Present

- Co-ordinating seminars and in-house training
- Preparing all training materials
- Managing diaries and organising travel when required
- Liaising with third party training providers as required
- Managing the training booking system



OFFICE ADMINISTRATOR

A Company

February 20XX to March 20XX

- Dealing with telephone, email and face to face to face enquiries
- Preparing presentations and reports for management using Excel and Power-Point
- Maintaining and updating the client database
- Recording monthly sales statistics

Tip: Use the job description to highlight the key points and match yourself to these using your profile section and key skills



KEY SKILLS

- **Organisational:** Ability to work on several projects at once, always careful to collate, file and record specific documentation to their correct areas
- **Communication:** Experience of successfully liaising with colleagues and external partners to build a strong professional network
- **I.T:** Proficient use of Word, Excel, Outlook and PowerPoint. Quick to learn and adapt to new database systems and software packages
- **Languages:** Fluent in French, both oral and written
- **Analytical:** Able to analyse complex data effectively and detect errors if made



Tip: Use the job description to identify the key skills specific to the role. Minimum 4 key skills and maximum 5 key skills. Evidence how you have the skills to make them stand out. Put your Key Skills after your Profile section if you have no or little direct work experience.



EDUCATION HISTORY

FdA BUSINESS AND FINANCE (Distinction)

University College Jersey

20XX to 20XX

Core Modules included:

Research Methods; Human Resource Management; Operations and Marketing

Jersey 6th Form School

20XX - 20XX

A-levels: English Literature: B Psychology: B History : C



Jersey Secondary School

19XX - 20XX

GCSEs: 7 GCSEs including maths and English at grades 6 to 4

Tip: List your most recent education first and work back to your GCSEs. Highlight relevant modules of study where appropriate. Primary school education is not included.



AWARDS, ACHIEVEMENTS AND INTERESTS

- Listening volunteer for the Samaritans since 20XX
- Walking, member of local swimming club and yoga

Tip: If you volunteer and this is not relevant to what you are applying for then you may want to include it here. If your volunteering is relevant to the role then you may want to include it under Career History.



REFERENCES: AVAILABLE UPON REQUEST

Tip: By not putting full referee details it allows you to keep control of who is contacted and when.