

Example CV

Name: John L Smith

Address: 1 Riverpond Cottages
Brown Lane
St Peter Port
Guernsey, GY1 1AL

Contact telephone: 723456 (home), 07781 123456 (mobile)

Date of Birth (optional): 12 June 1979
Housing status: Local

Qualifications

1999 **Guernsey College of Further Education**
Certificate in Personnel Practice

Education

1989 – 1997 **Grammar School**

A Levels: Biology (A), Art (A), English Language (B), English Literature

GCSE: Geography (A), Physics (A), Chemistry (B), Mathematics (B), French (C), English (C), Biology (C), Art (C), History (C)

1984 – 1989 **La Houquette Primary School**

Employment History

Jul 2002 – Aug 2007 **International Bank**
Administration Assistant

- Checking and writing letters to clients
- Assisting company director with diary management
- Arranging corporate events
- Answering staff queries
- Assisting with the manning of reception
- Updating the company website
- Organising company sports and social events
- Producing reports as required

During my time here I have developed strong interpersonal skills, dealing with other employees and clients on all different levels. I have learnt to manage my time and my work without supervision. I am now looking to move back in to HR so that I can use my qualification.

Jan 1999 – Jun 2002 **Local Trust Company**

HR Assistant

- Updating HR Database
- Assisting HR Manager with ad hoc duties
- Liaising with local recruitment companies to arrange interviews for suitable candidates
- Short listing candidates for interview
- Administering the company benefits scheme
- Answering staff queries on holiday and sickness benefits

I left this company as I felt that it was time for me to move up the career ladder and look for a more challenging position and didn't feel I could do this within the company.

Other skills

PC SKILLS

- Microsoft Word
- Microsoft Excel
- Microsoft Outlook
- Microsoft PowerPoint

HOBBIES

I enjoy going to the gym and socialising with friends. I am an active member of the under 30's basketball squad and train in my spare time. I also play the tuba and am a member of the local symphonic wind band.

Essentials

Salary expectations: Open – dependent on role

Working hours: Full-time

Current Benefits:

- 24 days holiday
- BUPA Health Cover
- Pension scheme