

CV examples

Use the following examples for ideas on how to lay out a CV.

- The first has been prepared by a woman with office experience applying for a similar role with more responsibility.
- The second is for an experienced warehouse operative and forklift driver seeking similar employment.
- More examples can be found at www.leeds.gov.uk/jobsearch

Alison Allison

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Leeds, LS99 9ZZ
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00000 000 000
alisonallison@email

PERSONAL PROFILE

A well-organised and reliable office administrator with experience of all aspects of office work including the supervision of staff. Hardworking and conscientious, with the ability to remain good humoured and calm under pressure. Able to work on own initiative and as part of a team. Fully competent with information technology and office equipment. Currently studying AAT [Intermediate level] and seeking a varied office position with greater responsibility.

KEY SKILLS

- Keyboard skills: 60 wpm
- Preparing and writing routine correspondence, minutes and other documents
- Communicating effectively - face-to-face, by telephone, email and letter
- Maintaining records
- Operation of office technology
- Good working knowledge of all MS Office applications ,graphics packages and e communication
- A competent and proactive approach to team work
- Leadership skills acquired through supervision and training of staff
- Excellent planning skills - able to prioritise and work within strict deadlines

EMPLOYMENT HISTORY

Office Administrator

Feb 2003-to date ABC Print Solutions, Leeds [*Printing and Direct Mail*]

- Organising appointments, arranging and minuting meetings, typing reports
- Maintenance of Client Management System
- Invoicing customers
- Resolving customer and supplier queries
- Sending out information, filing, faxing

- Finding valuable information on the Internet
- Helped to write courses which are used on the company's Intranet
- Purchasing company furniture and stationary and overseeing its delivery
- Supervision and training of staff

June 2001-Jan 2003 PQR Loss Control, Leeds [*Health & Safety Consultants*]

- Handled word-processing and secretarial duties, producing invoices, typing up reports and designing eye-catching business cards
- Identified potential customers by undertaking research on the Internet
- Gained further experience in using Microsoft Word, Access, the Internet and a variety of graphic design packages

Marketing Assistant

Dec 1999-May 2001 GHI Marketing, Bradford

- Updated the company's mailing database [Microsoft Access]
- Telephoned companies to verify their details
- Gained extensive experience and confidence in using the telephone
- Suggestions for changes to database to enhance it's operation were implemented

Office Assistant

April 1997-Oct 1999 KLZ Plc, York [*International Freight Forwarding*]

- Responsible for the filing of all documentation and records
- Helping to deal with customer and supplier enquiries
- Filing, photocopying, mailing or shredding of company documentation
- Transferring substantial business receipts to the company bank account
- Overseeing the ordering and delivery of stationery items

Bar person

Sept 1996-April 1997 The RTY Public House, Morley

- High level of customer contact, where a friendly, patient and confident personality was essential
- Worked well under pressure and, at times, in an abusive atmosphere
- Learnt to defuse difficult situations in a diplomatic way
- Gained good communication skills and performed well within my work team
- Maintained and restocked inventory
- Administrative responsibilities included processing hour and tip information for payroll and closing register

EDUCATION

AAT Intermediate Level - Leeds City College - 2004-to date

RSA Stage 1 Keyboard Skills and Office Skills - Leeds City College - 1994-1996

GNVQ Intermediate in Business & Finance - Leeds City College - 1994-1996

4 GCSEs grade A-C incl. English and Maths - MVB School, Leeds - 1989-1994

PERSONAL DETAILS

Voluntary work:

- Recently organised bike ride [120 participants] for fundraising event
- Co-organise and run fun activities for children at local swimming club

REFERENCES

- Available on request

CLIFF CARTER

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Tel: 0000 000 0000

Mobile: 000000 000 000

cliffcarter@email.co.org

PERSONAL PROFILE

An experienced warehouse supervisor, capable of performing a range of roles within a warehousing/stores environment. Qualified Forklift Operator [Reach and Counterbalance]. Proficient in the utilisation of standard warehousing and distribution software. Punctual, reliable and friendly, with excellent interpersonal and clear communication skills. Comfortable working in a team or using own initiative. Adaptable, patient and able to keep a clear head under pressure. Seeking a responsible position where these skills can be used and developed to their fullest extent.

EMPLOYMENT HISTORY

Warehouse Supervisor

June 2004 to Aug 2006 **ABC Distribution Ltd**, Leeds - *freight*

- Organise and supervise working in an environment where accuracy, efficiency and safety are of paramount importance
- Preparation of goods inwards/outwards documentation
- Checking orders to ensure correct deliveries
- Resolving customer and supplier queries over the telephone
- Supervision of 8 regular staff and agency staff when necessary, dealing with over 4,500 pallets of freight daily
- Training new staff
- Liaison with other Shift Supervisors
- Checking that vehicles are safe to use and monitoring of safety equipment
- Loading and unloading of import / export freight using reach and counterbalance FLT's

Forklift Operator

Oct 2000 to June 2004 **ABC Distribution Ltd**, Leeds

- Operation of counterbalance forklift
- Meeting targets and deadlines
- Working under pressure
- Following health and safety procedures
- Demonstrated commitment by maximising skills and knowledge leading to promotion

Forklift Operator

Sept 1998 to April 2000 **LZX Ltd**, Leeds - *brewers*

- Operating a forklift to undertake work specified by the Supervisor
- Daily maintenance of forklift
- Unsheeting and unloading 38 tonne articulated trailers
- Transferring goods to the warehouse and stacking in locations by product and date
- Relief Operator for making up individual depot orders from computer printouts
- Manually handling empties and putting in safe stacking patterns

Warehouse Operative

Nov 1996 to June 1998 **MNO Supermarkets**, Leeds

- Picking and packing products for distribution to retail outlets
- Working from order sheets
- Maintaining a safe and tidy work place

TRAINING

- First Aid at Work [statutory] certificate [St John Ambulance, Feb 2003]
- Supervisors' Development course covering Management, Communications and Team Building, Health and Safety and Work-Related Legislation [In-house, July 2004]

- Health and Safety, Hazard Awareness, Risk Identification, Manual Handling training [In-house, Oct 2001].
- Beer Clamps training [In-house, Dec 1998]
- RTITB Reach and Counterbalance FLT Licences [XIB Training, Leeds 1998]

EDUCATION

4 GCSE's in English, Maths, Science and Technology - VWX High School, Armley - 1991 - 1996

PERSONAL INFORMATION

- Voluntary work: Maintenance worker at XCG Housing Project, Leeds
- Football: Leeds United season ticket holder
- Music [Jazz], reading [crime novels], cycling
- Prepared to relocate
- Clean driving licence

REFERENCES

- Available on request