



Template: **FUNCTIONAL CV**

Below you will find a template, followed by a good example, of a functional CV.

This CV format emphasises your skills and experience first, before listing your career history. It can be a good approach to use if you are applying for a job in a different area to your most recent role, or if you have had a long career break and want to avoid this leaping out at the start of your CV.

CV template

YOUR NAME *(LARGER FONT, BOLD TYPE)*

Your contact details – telephone (home and/or mobile) / email (home and/or work)
(can be written across the page to save space)

Personal profile

*(Your attention grabber – should be the top 4 or 5 things about you that are **most relevant** to the job you're applying for. Avoid general statements about personal qualities e.g. 'good team player, as these look bland).*

Key skills and achievements

*(These should relate to skills in the job advert /description. Remember to **include evidence** – it must be more than a list of headings!)*

First skill e.g. Organisation

-
-
-

Second skill e.g. Communication and influencing

-
-
-



Third skill e.g. Creativity

-
-
-

(Add more skills, as appropriate)

Career summary

(Most recent first)

Name of Company **Job Title** **Dates** *(month/year to month/year)*

(Brief description of responsibilities.)

Name of Company **Job Title** **Dates** *(month/year to month/year)*

(Brief description of responsibilities.)

(Repeat above pattern, as necessary)

Education

Name of school, college or university **Dates:** *(month/year to month/year)*

(Qualification achieved)

Training and professional development

Course taken, course provider **Dates:** *(month/year)*

(Place in order of importance. You don't need to include everything. Any training courses should be relevant to the post applied for, and add value. A brief description of the course content could be included, especially if this was a recent qualification.)

Technical and other skills

(Include what's most relevant)

Interests *(optional)*

Personal details *(optional)*

References Available on request



Example CV

Neepa Smith

Tel: 020 7654 321 Mobile: 07748 123 456 Email: neepa.smith@broadband.com

Skilled communicator with 12 years' experience of dealing with customers and colleagues in busy, commercial organisations. Specific experience of estate agency and lettings. Strong background in administration and organisation including organising systems and excellent time-keeping. Now developing career in estate agency and client management.

Key skills & achievements

Customer handling

- Liaised with potential buyers, tenants, vendors and landlords on a daily basis during 2 years' experience in a lettings agency, successfully ensuring that accurate and timely information was shared.
- Increased number of potential buyers and tenants on lettings agency database by 10%, by ensuring that all enquiries were logged.
- Communicated with a wide range of customers and suppliers to ensure the accurate supply of services for a business with turnover of £10m pa.

Knowledge of estate agency business

- Two years' experience of working in a busy, expanding lettings agency, acquiring knowledge of all aspects of the business including legal considerations.
- Established an efficient filing system for all property records, including setting up a diary system to ensure that tenancy agreements due for renewal were not overlooked.

Budget management

- Managed annual budget of £10,000 for office supplies and ensured zero overspend.
- Organised 2007 summer fair for local school which raised £7,500. Managed all budgets and record keeping for this successful event.

People management

- Promoted to performance manage one member of staff, including daily prioritisation and handling of tasks and annual appraisals.

Career history

Co-ordinator for local youth group for 13-15 year olds, during career break to raise children.

May 2009 to present



Morgan Commercial - Office Administrator Sept 2002 to June 2009

Managed all office administration for the central team of 25 staff at this expanding logistics company with turnover of £10 million pa.

ABC Lettings Ltd - Team Secretary April 1999 to Sept 2002

Organised all record keeping for 5 team members and produced written communications for tenants and landlords, ensuring accuracy at all times.

Range of Secretarial and Administrative Roles Sept 1997 to April 1999

Successfully completed temporary assignments as a secretary and administrator for businesses including banks and property management companies. Was often asked back for further assignments by companies for whom I had worked.

Education

University of East Anglia 1994-1997

BA Hons degree in English Literature. Grade 2:2

Archway High School

3 A' Levels (English B, History C and Geography D)

7 GCSE's (Including Maths and English)

Training and Professional Development

First Aid Training (provided by St John's Ambulance) 2009

Advanced Microsoft PowerPoint Skills (provided by IT Skills Ltd) 2001

Technical skills

IT Excellent knowledge of Microsoft Word, PowerPoint and Excel on PC and Mac.
Good knowledge of Microsoft Access. Proficient user of email systems including Microsoft Outlook.

Languages French - conversational

Interests and hobbies

Triathlon Recently took part in a charity event, raising for £2,500 for Cancer Research

References Available on request