

Sample Speculative Functional CV

PETER SMITH

It is worthwhile including a personal profile. Make sure it is **concise**, and **related** to the specific skills and experiences for the job you want

Make sure that you include up to date contact details – and check your email address is **professional**

10 Royal Street
Benkton, South Yorkshire
YE11 4PU

Put some keywords to highlight your skills/job roles of interest. This is useful if uploading your CV onto a job site

Telephone: 0113 396659
Mobile: 07769 075599
Email: peter.smith@hotmail.co.uk

Administration • Management • Admissions • Communication • Careers Advice • Fundraising

An admissions officer with strong administrative and organisational skills. Has demonstrated ability to solve problems, even under stressful situations. Works effectively both individually, and as a member of a wider team. Has excellent communication skills, and can build rapport easily with others including other colleagues, external stakeholders and students. Is enthusiastic and committed, and is looking for a new role with excellent opportunities for professional development and career progression.

Skills and Achievements

Administration

Carefully think about the competencies and skills needed for the job you want. Because this is a speculative CV, you should visit job sites to find out about the types of qualities that employers are looking for

- Organised and prioritised a personal schedule ensuring that all projects ran on time
- Implemented a new reporting procedure for the department
- Arranged and chaired meetings with the senior management team
- Liaised with the departmental heads regarding day to day issues, and wrote briefs to disseminate important information
- Reorganised and improved departmental filing structure

Communication

Highlight where you have shown these skills. It does not matter which job you did this at. Think about what you did, and what the result was, and use facts and figures where possible.

- Reported findings of the annual survey to senior management, producing a presentation and supporting brief
- Prepared publicity material for departmental Open Day, advertising the University to prospective students
- Worked on the departmental stand, dealing with enquiries on open day in a warm and friendly manner
- Successfully mediated conflicts between staff and faculty

Managerial

Prove you have each of these by outlining each of the skills/competencies and highlight where you performed them and what you did well. Think of your key achievements

- Managed a team of three, successfully building team morale and boosting productivity by 30% in a year
- Facilitated staff meetings, promoting high individual and team performance, again boosting overall morale – Staff Voice survey indicated morale in the department was raised by 40% on previous year
- Developed and implemented new client centred team approach, raising client satisfaction by 20%
- Implemented new office procedures, increasing productivity by 25%

Information

Communication

Technology

- Compiled and analysed extensive monthly reports using Excel
- Trained and became proficient on Access database software
- Demonstrated my ability to use Access by customising databases to suit departmental needs, making the system more efficient
- Confident in using Office, and demonstrated my proficiency making marketing materials for Open Days
- Used DreamWeaver to develop website to support our departmental strategy, which has had a 30% increase in visitors in the past 2 months

As a general rule, all employers love people who are savvy with ICT. If you are going to highlight one skill on your CV, let it be this one!

Remember, employers love to hear facts and figures. Back up your statements with numbers. If you increased performance – tell them how much and in what time.

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Remember, you can refer to professional skills that you have developed in your job, skills that you have developed outside of your career (through a sport or volunteering), and you can talk about professional and personal achievements. Just make sure they are **relevant**.

Additional Relevant Skills

- Fluent in Spanish
- Learning to speak Mandarin
- Six years fundraising and event organising experience whilst volunteering with the British Heart Foundation

Career Summary

May 2009 – present	Admissions Officer, Registrars Office, Madeup University
June 2008 – May 2009	International Student Liaison Officer, Blackwell University
July 2004 – Sept 2007	Part Time Customer Retail Assistant, Home Bargains, York

You need to list your previous employment in reverse chronological order. **Do not leave any gaps**, as employers will be immediately suspicious. Having your work history gives **context** to the skills and experiences you wrote about above. It does not need a lot of detail.

Education

2007 – 2008	MSc. Management Blackwell University (<i>Merit</i>)
2004 – 2007	BA Business Management Blackwell University (2:1)
2002 – 2004	4 A Levels: English, Maths, Business and Spanish Brentwood Academy

You should list your education in **reverse** chronological order (start with the most **recent**). You do **not** need to put your A Level grades unless they ask for them. Make sure you put **where** you studied as well.

Qualifications

2010	ECDL (Advanced) Health and Safety at Work
2009	TEFL First Aid

If you have some professional qualifications, such as the ability to drive a fork lift truck, health and safety qualifications, first aid or can teach English as a foreign language, let the employer know if it is **relevant**

Additional Information

- Job fair assistant at Blackwell University
- Member of Chartered Management Institute
- Volunteered in Costa Rica for 3 months, raising £12,000
- Active volunteer for British Heart Foundation

In this section, you can highlight any special achievements, or swap the additional information for a section on your personal interests. Employers are always keen to know about who you are as a person. Try and show yourself in the best light possible.

References

Debbie Winterbourne
Registrar
E: d.winterbourne@nsu.ac.uk
T: 0115 667 898
Made up University, Madeup Street
South Yorkshire, SS11 4PU

Richard Northland
Fundraising Director
E: rnothland@bhf.org.uk
T: 0113 268 7171
British Heart Foundation,
4 Winter Street, Staines, BF3, 3RD

Include your references at the end of your CV, including their name, email address and telephone number. You might also want to include their full work address. **Make sure you get their permission first**. If you do not want to include references (your current employer might not know you are applying) put a statement such as **'References available on request'**