

Sample Targeted Functional CV

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

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

SUSAN BARKER

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Personal Profile

A multi-skilled, part-qualified HR professional with excellent all-round HR advisory skills and experience. Proven leadership skills, including managing and motivating others to achieve company objectives. Possesses exceptional interpersonal and relationship management skills. Experienced in providing timely and up-to-date HR advice to both managers and employees. Extensive knowledge of working practices, recruitment and retention, compensation and benefits and training and development. Currently studying towards full CIPD status. Seeking next challenging role with development opportunities.

Skills and Achievements

Reward Management

- Implemented company incentive schemes which have reduced absenteeism and increased production levels by 15% at A&B Insurance
- Increased participation and managed the company's share ownership scheme at A&B Insurance
- Facilitated regular reviews and benchmarking of salaries to ensure compensation is consistent within industry sectors

Carefully read the job advert and personal specification to find out the key **competencies/skills** that they are looking for. These ones are very **specific to the role being applied for**

Human Resource Planning

- Assessed companies' future staffing requirements over the short, medium and long-term and made recommendations concerning re-organisations to senior management
- Produced a comprehensive Human Resources plan for the company's expansion over the next five years whilst at C&D Insurance

Employee Relations

- Extensive handling of managing redundancies and displacements
- Re-wrote policies on gross misconduct, disciplinarys and grievance procedures at both A&B Insurance and C&D Insurance, making policies clearer and easier to follow
- Offered advisory service on all aspects of employee performance management and development

Recruitment & Selection

- Conducted competency-based interviews for candidates across all levels including senior positions, making the recruitment process fairer, and enabling EF Insurance to recruit best applicants.
- Increased retention by 60% through use of competency based interviews
- Re-wrote job specifications and designed job adverts utilising most cost-effective method of advertising
- Supervised HR Assistant in co-ordinating job interviews and conducting pre-employment checks
- Made recommendations to hiring managers regarding candidate selection

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

Training & Development

- Appointed and monitored external training organisations for specialist training courses
- Implemented company-wide training needs analysis and advised on most productive learning methods
- Led opportunities for managers in 'Understanding Policies' and how they should be implemented for managing their teams

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**.

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Career Summary

May 2011 – Jul 2012	A&B Insurance, Staines, HR Officer
Sep 2008 – May 2011	C&D Insurance, Staines, HR Advisor
Jun 2007 – Sep 2008	E&F Insurance, Staines, HR Advisor
Aug 2003 – May 2007	G&H Insurance, Staines, HR Assistant
Jan 2000 – Jul 2003	I&J Insurance, Staines, Office Manager
Sep 1998 – Jan 2000	K&L Insurance, Staines, Office Assistant

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. If there are gaps, you will need to explain them.

Education and Qualifications

2011	Intermediate Diploma in Human Resource Management (CIPD) HR College, Staines
	Certificate in Personnel Practice (CIPD) HR College, Staines
	Business Studies (BTEC) Staines
	8 GCSEs, including English, Science and Maths Staines

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

Professional Training and Development

2010	Managing Teams
2009	Performance Management for HR Professionals Coaching and Feedback for HR Professionals
2008	Communication Skills in the Workplace Time Management and Organisational Skills Advanced Excel

If you have studied towards some professional courses that are **relevant** to the role, make sure that you highlight them in your CV. Employers want to employ people who have motivation to develop themselves further.

Additional Information

Professional Memberships	Associate member of the Chartered Institute of Personnel and Development (CIPD)
ICT Skills	Advanced user of Microsoft Office Suite, including Word, Excel
Languages	Intermediate speaker of Spanish and Portuguese
Additional	Qualified First Aider

What additional skills do you have that will make you stand out from the crowd? Employers love to hear about someone who is savvy with technology. If you are, tell them about it. Do you have skills in First Aid? Do you speak any other languages?

References

Peter Southland E: p.southland@abinsurance.co.uk T: 0113 2693146 A&B Insurance 324 South Walk Drive, Staines, SS4 4BQ	Richard Northland E: r.northland@dcinsurance.co.uk T: 0113 2687171 CD Insurance LTD, 47 Insurance Street, Staines, SS5 3LN
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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 your current employer to know you have applied, state **'References available on request'**