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HOW TO WRITE A SKILLS BASED CV

A skill-based CV, also known as a functional CV, is designed to highlight a candidate's transferable skills and qualifications rather than emphasizing industry experience and work history. These CVs are frequently utilised by university graduates, individuals transitioning careers, or those who have had employment gaps.

AN SKILL-BASED CV SHOULD CONSISTS OF THE FOLLOWING SECTIONS:

1. Contact Information
2. Personal Statement
3. Transferrable Skills
4. Education
5. Work History
6. Hobbies and Interests



STEP 1: CONTACT INFORMATION

At the top of your CV, it's important to include the following:

-  Full name
-  Contact number
-  Email address
-  Home address

It's up to you how you want to lay this out, you can insert your details into the format above, or present it side by side like below:

Name | contact number | email address | home address

STEP 2: PERSONAL STATEMENT

Your personal statement creates your first impression, so take your time and think about how you would like to position yourself in the eyes of future employers.

Important things to consider include:

- ▶ Further insight into who you are
- ▶ What you have to offer
- ▶ What kind of role you are looking for

You can also include a few skills in your personal statement that specifically show why you are a good fit for the role you are applying for. For example, if you are looking for a role in Finance, you may mention here that you are analytical and data driven.

However, don't include too much information about your skills in this section, as your personality is the focus and you will have the opportunity to speak more about your transferrable skills later.



For example:

I'm a data driven and analytic individual with a passion for numbers, investment, and process optimisation. I enjoy researching, learning, and advising based on current market conditions and trends. Reliable and trustworthy, I'm able to work independently in fast paced environments and produce results to a high standard and within a timely manner.



STEP 3: TRANSFERRABLE SKILLS

Your skills are the most important part of any skill-based CV, (hence the name), and are what hiring managers will look for. What's important to remember is that your list of skills should relate in some way to the roles that you are applying for. That said, it's worth doing some research into the skills that your chosen industry – or role – requires.

For example:

Detail-orientated

During my university experience, I honed my proficiency in financial data analysis and reporting. In one of my coursework projects, I demonstrated my ability to analyse current market data, conduct a comprehensive assessment of a client's financial status, and provide specific recommendations. I earned an A grade for my work, attributed to the meticulous attention to detail and accuracy evident in my conclusions.

STEP 4: EDUCATION

You can lay out this section as follows:

University of Strathclyde

BA (Hons) Accounting

Grade Achieved: 1st Class Honours

Year 4 modules include: Sustainability Accounting; Sustainable & purposeful finance; Management Accounting Theory & Practice; Auditing Theory & Practice; Accounting technologies; Accounting & Risk.

For graduates specifically, include any relevant modules that will help you stand out, as well as your grade and year of study.

STEP 5: WORK HISTORY

If you are a graduate student, then this may be your first role. If that's the case and you don't have any prior work experience, you can skip this section.

However, if you are switching careers and would like to include your last two or three places of employment, do so, as this will show hiring managers that you were successful in your previous roles and that you are simply interested in a change of industry.

You can follow this format:

- ▶ Company name
- ▶ Date of employment
- ▶ Key responsibilities
- ▶ Any achievements



STEP 6: HOBBIES AND INTERESTS

An optional step, but one we think adds a little personality, is including a few of your hobbies and interests. It's important to make sure these are in some way related to the role that you are applying for, and that you draw out the key attributes that you have gained from these hobbies or interests.

This includes:

- ▶ Volunteer work
- ▶ Leadership roles in clubs or organisations
- ▶ Mentoring or coaching
- ▶ Networking and professional development
- ▶ Diversity and inclusion initiatives
- ▶ Writing and blogging
- ▶ Team sports

Once completed, proof-read your CV and ask someone to look over it for you. A general rule of thumb when editing is that if you think a piece of information will help you stand out to a hiring manager, include it. If not, it's best to leave it out.

So, let your personality shine, and be confident in your ability! You'll find your first role, or a brand new role, in no time.

LOOKING TO ENHANCE YOUR SKILLED-BASED CV?

Enrol on a professional qualification and speak to one of our expert advisers today.

