EXAMPLE CV 1

**Barney Rubble**

1 Flinstone Drive, Bedrock BH1 1BB

Telephone: 0100 111000

An experienced and qualified building society administration assistant with substantial

customer service experience, seeking financial planning opportunities.

**Key Skills and Achievements:**

* Business skills, developed and improved through administration experience and achievements of BTeC National Certificate through part-time study via accelerated learning course.
* Communication skills required in present and previous employment, both with customers and colleagues.
* Information technology skills, being familiar with Finance and Windows computer packages.
* Leadership skills, derived from outdoor pursuits and most recently from achievement of Duke of Edinburgh Award.

**Employment:**

1995 – Present Bedrock Building Society

Customer Service Clerk, involving full responsibility for new accounts and Marketing new services, particular training undertaken in teamwork and problem-solving, with organisation of improved working practices, having increased department revenue by 50%.

1993 – 1995 Flinstones Building Society – Clerical Assistant

Promoted from basic office junior to clerical assistant, and then given responsibility for particular customer accounts.

**Education:**

Flinstones Secondary School

GCSE’s 1993 English A Geography B Spanish B

French C Maths D History D

Flinstones College

1993 – 1995 BTec National Certificate in Business and Finance with specialist modules in marketing, finance and human resources.

**Interests:**

In my spare time I enjoy most outdoor pursuits, which have developed my self-confidence and interpersonal skills. I have represented the county in canoeing and was runner up in the recent county finals.

I am sociable, energetic and enthusiastic and have been able to use these characteristics in my employment to date. I am very motivated and would be prepared to train and study further to benefit any future employer and to fulfil my own potential.

**References:**

Excellent references available on request.