

No need to write CV at the top

Increase the size of your name. You may be sitting in a pile of 50 others. This is not the place to be shy!

# SUSAN LEWIS

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Note how previous experience highlights transferable skills

## PROFILE

Proactive and flexible psychology graduate now seeking a challenging role in education. Possess 10 years experience in retail developing positive transferable skills including communication, commercial awareness and organisational skills. Good track record of working to deadlines and achieving targets in a challenging economic climate. Keen to develop a career in office management with (name of company) in Oxford.

A skills-based approach emphasises the full range of skills developed

## KEY SKILLS

### Positive communication skills

- My achievements include helping young people with their physical needs and supporting them in coming to terms with their specific difficulties.
- I have excellent verbal communication skills and a sensitive but assertive approach to dealing with young people's issues.
- I take responsibility for ensuring support sessions are not only fun but include learning development.

### Good time-management and planning skills

- My effective time-management skills enabled me to study successfully for my degree while working full time and running a busy home.
- My forward planning ensured that study assignments were completed on time and that I could attend residential schools without compromising family needs.

### Excellent organisational skills

- I take responsibility for coordinating and organising outings and activities at the children's home.
- I negotiate and liaise with staff and external organisations in the voluntary sector.
- My achievements include supervision and management of up to 6 volunteers at the New Horizon Project.

Always use positive language to sell your skills

## QUALIFICATIONS

2011–2014 **BSc (Hons) Psychology 2:1**

**Oxford Brookes University**

Modules included

- Child development (Distinction) 78%
- Research Methods 65%
- Social psychology (Distinction)
- Health Psychology 66%

There is no need to list all your modules. Only those in which you excelled and are worthy of note.

Researched and wrote 10,000 word dissertation on Child Development collating statistical data using SPSS presenting findings to teaching staff and completing final submission one week ahead of schedule.

Always show how your education in the past equates to current qualifications.

**1984-1989**      **7 Standard Grades including English and Maths (Equal to GCSEs at A-C)**

**Glasgow High School**

## EMPLOYMENT RECORD

Notice the action words which sound positive.

**2009 - Present**      **Care Assistant**      **The Umbrella Children's Home, Oxford**  
Helping teenagers with additional needs in a residential children's home. Mentoring youngsters with multiple needs supporting interactive projects. Liaising with professional staff covering at short notice.

Highlights skills developed during career break

**1995-2001**      **Career break while bringing up two children**  
Budgeting family income efficiently. Multi-tasking promoting the educational and social development of young children. Appointed school governor for 2 years.

**1993-1995**      **Nursing Auxiliary**      **Hospital for Sick Children, Glasgow**  
Supporting nurses to feed, wash and dress patients, making beds, serving meals. Multi-tasking according to operational needs covering administrative tasks like recording care plan implementation.

All experience can be relevant, especially voluntary work as well as care responsibilities

## VOLUNTARY WORK

**2009 - Present**      **Volunteer Support Worker**      **New Horizon Project, Oxford**  
Providing information to people in the 16-25 age range on specialist services (e.g. drugs and housing).  
Liaising with local organisations in order to maintain up-to-date information.

**2002-2004**      **Volunteer**      **Prince's Trust, Glasgow**  
Acting as a volunteer organising a sporting event for young people attracting over 300 members of the public. This was an annual event, lasting a week, run at a holiday camp. Most of the young people there were either in care or were at risk of offending.

Quantifying your achievements is always useful.

Summarising your employment is perfectly acceptable particularly if it is 10 years ago.

## SUMMARY OF EMPLOYMENT

Between 1990 to 1993 I undertook various administrative jobs through the JobFind agency. Developed a good understanding of MS Office including Word, Excel and Outlook developing excellent administrative skills alongside good organisation skills needed for office management.

## ADDITIONAL INFORMATION

- Computer literate - knowledge of Windows 7, Excel and Access
- In-house training on welfare and benefits system and basic drug awareness
- Health and Safety training
- Up-to-date CRB check
- Keen follower of Formula 1 racing
- Full clean UK driving licence

Employers often welcome Continuing Professional Development as it suggests a willingness to learn new skills.

**REFERENCES** available on request