

Skills-based CV example 1

Frank Smith

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EDUCATION

Oxford Brookes University, BEng (Hons) Motorsport Engineering 2019 – 2022

2:1 Predicted

Key modules:

- Stress Analysis 1
- Engineering Thermo-fluids
- Engineering Mathematics
- Engineering dynamics 1
- Materials Engineering
- Mechanical Engineering Design

Otago Polytechnic, Certificate in Automotive Technology (Electrical) 2018 – 2019

Units include:

- Wiring repairs and electrical circuit testing
- Basic tuning on 4 stroke engines

Otago Polytechnic, Diploma of Mechanical Engineering 2017 – 2018

Modules include:

- Engineering Drawing 82%
- Strength of Materials 70%
- Computational Mathematics 70%
- Mathematics 65%

SKILLS

Mathematics

- Gained a good understanding of Advance Matrix Algebra, MATLAB, Mathcad, application of Finite Differences and Laplace Transform, throughout my second year. Applied this knowledge to solve varied engineering problems.

Analysis

- Developed a good understanding of front pull rod suspension as part of design group project. Carried out FEA (Finite Element Analysis) in SolidWorks to analyse the stresses that act on the suspension components such as wishbones, pull rods and uprights under heavy braking, cornering and full bump.

- Learnt and developed analytical skills in Stress Analysis. Defined the characterisation of Stress Profiles, Yielding and Buckling, under different load conditions.

Mechanics

- Race Go Karts competitively, which has helped me to improve my understanding of how karts behave with different kinds of set up. This experience included toe in and toe out, caster and camber adjustments, changing front and rear widths, using different tyre pressures.

Team player

- Participating in Formula Student, I learnt how to work in groups through listening to what others had to contribute, as well as how to build trust and bond with new people.

Working under pressure

- Undertook various tasks while at Chubb that often required extra work at short notice. I ensured that important jobs were prioritised and completed to deadlines.

AUTOMOTIVE EXPERIENCE

Formula Student Member (Electrical & Electronic Groups) Nov 2019 – Present

Oxford Brookes University Team, Oxford

- Made and installed the wiring looms and sensors for both class 1 and 1A cars.
- Contributed to design and making of dashboards, fuse boxes and brake lights for class 1 and 1A cars.

Use a professional sounding email address

Include relevant modules

Use bullet points to make your experience easy to read and start each point with relevant action words eg gained, developed etc.

Don't just tell them what you did in the role but explain how you did the role. Detail when and how you have used the skill the employer wants.

Don't overlook the "soft skills" - these are just as important!

Support Technician

Aug 2017 – June 2018

Delphi Heavy Duty Diesel Systems, New Zealand

- Built and tested diesel injectors and pumps – proved to be a useful and demanding experience as I had to learn how to operate the test rigs and build pumps and injectors with the group. After one month I was able to proceed on my own.
- Measured diesel injector and pump parts with Talysurf and CMM machines.
- Prepared build sheets for both diesel injectors and pumps.

Automotive Technician

Apr 2016 – July 2017

Kendall Cars Ltd, New Zealand

- Mechanical and Electrical servicing and repairs – clutch and gear box replacements, electrical fault finding, tyre and brake pad replacements, serviced vans, cars and Lutons.
- Automotive Apprentice Feb 2013 – Jan 2014 CBS AUTOS, New Zealand
- Developed skills in mechanical and electrical servicing and repairs – CV joint replacements, brake pad and disc fittings, wheel alignment, overhauled starters and alternators.
 - Assisted with engine tuning, using scanning tool. Traced electrical faults, undertook M.O.T.s

OTHER EMPLOYMENT**Fire Protection Engineering Draughtsman**

Mar 2015 – Jan 2016

- Chubb Systems & Services, New Zealand
- Contributed to the design of small to large installations of sprinkler systems.
- Preparation of sprinkler system drawings, schematic diagrams, block plans, reports and maintenance manuals.

I.T SKILLS

- Competent user of Microsoft Office packages, AutoCAD, SolidWorks, Crocodile clip, TinyCAD, MATLAB, Working Model and Mathcad.

INTERESTS

Motorsports: Go Karting – member of Formula Brookes Sports: Boxing and Gym workout

ADDITIONAL INFORMATION

Member of The Institution of Mechanical Engineers – IMechE Student,
Full UK driving licence.

REFERENCES AVAILABLE ON REQUEST

Employers value all experience, but make sure you identify the key skills acquired that are relevant to the role to which you are applying

Mention any practical skills, particularly relevant to the role

Skills-based CV example 2

Linda Evans

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A second year Biotechnology undergraduate with excellent laboratory skills in areas such as spectrophotometry, chromatography and centrifugation developed during my degree. Able to communicate effectively to varied audiences through experience giving numerous presentations. Looking for a one year placement in a commercial laboratory from July to develop my skills.

EDUCATION

Oxford Brookes University, BSc (Hons) Biotechnology 2019 – Present

Second year modules include:

- Laboratory Techniques for the Biosciences
- Mammalian Biochemistry
- Genes and Genomes
- Microbiology and Immunology

High School, London 2012 – 2019

A Levels: Physics, Biology, Chemistry

GCSEs: 10 A-C grades including Maths and English

KEY SKILLS

Laboratory

• Modules such as Laboratory Techniques for the Biosciences have greatly improved my ability, knowledge, confidence and understanding of practical techniques, such as spectrophotometry, chromatography and centrifugation.

Communication

• PowerPoint presentations at university have improved my oral and written communication skills, helping me to project my voice and speak clearly when addressing large audiences.

• Working as a waitress and developing a rapport with customers has significantly improved my interpersonal skills. I was voted 'Waitress of the month' for excellent customer service.

Organisation

• Managed my time at university to meet multiple deadlines whilst working as a part-time waitress and also maintaining many sports hobbies.

• Frequently make lists, use an electronic diary and prioritise tasks. This helps to keep track of ordered procedures, which can be applied to laboratory work.

Teamwork

• A range of university projects such as paired lab work and group poster presentations have helped me develop teamwork skills, obtaining excellent marks in all projects.

• The Duke of Edinburgh Award scheme allowed me to undertake an expedition with a team of four where we successfully achieved a cross-country expedition over a three day period.

Problem-solving

• Dealing with problems in a calm and professional manner during busy nights while I was a PR Assistant for Students in London. This involved being creative with resources including changing promotions last minute in the face of shortages on certain products.

IT

• Confident in the use of Microsoft Word, Excel and PowerPoint which I use on a regular basis throughout my degree programme.

Clearly state your stage of study and what you have to offer. Highlight what you are looking for

Relevant and most recent modules

Provide evidence of how you can demonstrate key skills relevant to the role

Don't overlook the importance of relevant transferable skills from part time jobs or other activities

WORK EXPERIENCE

Top Restaurant, Waitress

2017 – 2019

- Employed for outside catering events where tasks included taking orders, using the till and setting up events. Voted waitress of the month by customers.

Bradley Solicitors, work experience placement

2018

- General office work and creating databases for case files which greatly improved my organisational and IT skills. Liaising with solicitors and the IT department over the design of databases and communicating ideas in team meetings.
- In 2014 I was employed for two weeks covering for an Office Junior, consisting of filing, sorting the post and general office work. I learnt how to work under pressure in order to prepare correspondence for next day delivery.

Duke of Edinburgh Award Scheme Mentor

2018 – Present

- Supporting young people to achieve several goals including an expedition and service to the community.

Students in London, PR Assistant

September 2016

- Promoting student nights out in London and creating guest lists. Role involved developing relationships with new people and excellent organisation skills in order to compile guest lists.

OTHER ACHIEVEMENTS

- Member of university diving, gymnastics and dance teams. In addition, I was selected to be swimming captain and gymnastic captain on several occasions. Interests
- Many of my interests revolve around sport including swimming, boxercise, gymnastics and dance.
- To help raise money for charities such as cancer research I have participated in sponsored swimathons and sponsored walks, and also helped the local Rotary Club to raise £250 for charities by selling raffle tickets.
- Music is another interest of mine and I have attended several music venues in Oxford.

REFERENCES AVAILABLE ON REQUEST