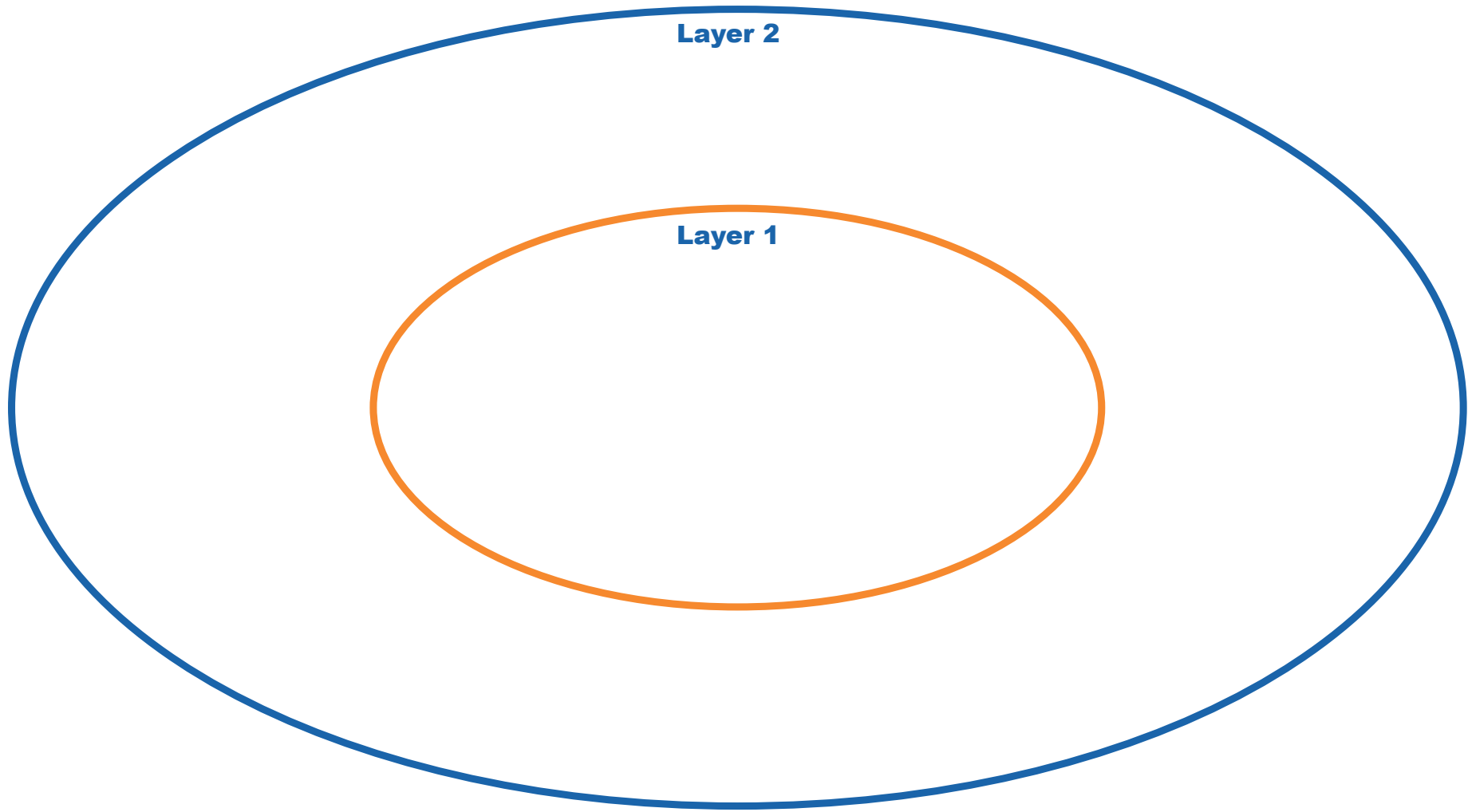


 **Your skills and experience**

In layer 2, write down examples of experiences when you have used personal, learning and thinking skills.



Layer 2

Layer 1



Together we can make a difference!

Information sheet Example CV

John Smith
10 Healthy Street
Anytown
Anyshire AN1 2AN
07755 757575
john.smith@gmail.com

This section shows your contact details - the people offering the job may need to call, email or write to you to send you information or offer you an interview. Make sure these details are clear!

WORK HISTORY AND EXPERIENCE

Cardiac physiology support worker, Leicester General Hospital October 2016 - present

In my role as a support worker I enjoyed gaining my registration qualification part time, and learning the different aspects of working in a busy cardiology department, including:

- helping cardiac physiologists to carry out electrocardiogram (ECG) procedures
- assisting in follow-up appointments to check if a patient's pacemaker is working correctly
- being present during operations to help monitor heart function
- updating patient records and assisting in organising follow-up appointments with patients.

This section shows how previous things you have done will help you to do the job well.
Start with the most recent job first. Make sure you include the dates and explain any gaps. Include volunteering roles too.

Volunteer, Glenfield Hospital, Leicester October 2012 - September 2013 (7.5 hours a week)

During my year out after A levels, I spent time as volunteer at Glenfield Hospital. This introduced me to working with patients young and old and helped me to gain confidence talking to them and their families. I also found out about how some of the hospital departments worked and talked to staff about what was involved in their jobs. My responsibilities included:

- getting hot and cold drinks for patients and their families, interacting with them and letting nurses know if they felt unwell
- reassuring patients about their treatment and helping them to ask doctors and nurses if they had any questions
- assisting patients to move around, take walks and go to the toilet.

Information sheet contd. Example CV

Retail assistant, B & Q, Leicester

August 2010 - September 2012 (part time)

Whilst completing my A levels, I worked at a busy branch of B & Q as a weekend staff member. I was responsible for:

- providing good customer service and helping customers to find the products they needed
- making sure my section of the shop was kept tidy and in line with health and safety standards
- helping to compile rotas for weekend staff
- taking cash and credit card payments and handling takings according to company procedure.

EDUCATION AND QUALIFICATIONS

July 2016: BSc (Hons) degree in clinical physiology, De Montfort University, Leicester (2:1).

July 2012: 3 A levels in Biology (B), Chemistry (B) and French (C).

June 2010: 9 GCSEs, including Maths (6), English Language (5), English Literature (4) and double award Science (5, 5).

HOBBIES AND INTERESTS

- I have a calm and confident approach to my work and am happy talking to patients and their families
- I am able to analyse test results and record them accurately
- I enjoy working with other people as part of a team
- I am confident using computers and other machines and equipment regularly
- In my spare time I volunteer at Glenfield hospital and enjoy playing tennis and making my own short films.

REFERENCES

References available on request' shows that you know responsible people who will vouch for you.

You will need to find out what qualifications are necessary for the job you have chosen. Will you need a degree? In what subject? What are the entry requirements?

In this section you can show that you understand what kinds of skills are needed to do the job. You should check the job description to see what skills are listed.

In an interview, you would need to be able to give an example of a time when you had demonstrated this skill or quality.