

An example of a targeted CV

SALLY GREEN

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Always use a professional looking e-mail address

Date of Birth: 1st December, 1978
Driving Licence: 6 years

An enthusiastic graduate with one year of human resources experience across the voluntary and small business sectors. Currently studying for a masters qualification in human resource management, conferring graduate membership of CIPD. An excellent presenter with experience of successful project management.

HUMAN RESOURCE MANAGEMENT

Recruitment & Selection

- Developed new competency frameworks for Smith Daniels' staff in consultation with line managers as part of my masters dissertation research on appraisals and performance management.
- Successful recruitment and selection of 5 new appointments using a variety of selection methods including competency-based interviewing, work samples and role play at the Childcare Trust.
- Extensive contact with recruitment agencies – selected potential agents and hosted panel presentations for the Trust.

Training

- Delivered a programme of management development sessions for staff at Smith Daniels including personal skills development, equality and diversity and appraisal training.
- Effectively sourced Health & Safety and IT trainers and negotiated a competitive pricing structure.
- Conducted a training needs analysis for 50 staff at the Childcare Trust and produced a training strategy for the following 3 years.

Investors in People

- Supported Smith Daniels towards their Investor in People re-assessment. This included conducting focus groups, updating existing policies and frameworks and briefing the management team.

Performance Management

- Masters dissertation project covered best practice in performance management, appraisals and competency frameworks for small to medium-sized organisations.
- Subsequent paid experience at Smith Daniels involved implementing the competency frameworks and appraisal system. This is still in operation and feedback from staff and managers has been positive.

It is possible to use relevant projects/studies here effectively

Using sub-headings within employment sections can also help to make sense of a long period of employment, such as a placement year

Focus on hard outcomes and achievements

QUALIFICATIONS

2003 - 2004

MSc Human Resource Management

University of Salford

Achieves graduate membership of CIPD on completion. A practical qualification covering all aspects of human resource management, development and business awareness.

2000 - 2003

BA Geography

University of Sheffield

1998 - 2000

A Level Geography (B)

Advanced GNVQ – 2 merits and 4 distinctions

Thomas Rotherham College, Rotherham

1994 - 1998

7 GCSEs – grades B - D

Try to give yourself meaningful job titles

EXPERIENCE

Sept. 2004 - Present

Human Resources Assistant/Office Administrator

Smith Daniels, Rotherham

Completing a variety of human resource projects and office initiatives for this small, dynamic manufacturing organisation.

Mar. 2004 - Sept. 2004

Performance Management/Competency Framework Research

Collaboration with Smith Daniels for this 20,000 word dissertation research project on effective performance management in small businesses.

Summer 2003

Human Resources Voluntary Assistant

The Childcare Trust

Responsible for a number of recruitment and selection projects for this voluntary body.

2000 - 2002

Cleaning Assistant

Renfrew Agencies

Clarify the level of your involvement with professional bodies, societies, etc

PROFESSIONAL MEMBERSHIP

Chartered Institute of Personnel & Development (CIPD)

- Graduate Membership
- Attend branch networks to update knowledge and network with HR professionals.

SKILLS

IT

- Fully competent with all aspects of Microsoft Office
- Proficient internet researcher - knowledge databases
- Working knowledge of payroll packages

INTERESTS

Enjoy outdoor activities including regular walking in the Peak District and the Lakes.

REFEREES

Available upon request