

## Example of a skills-based CV

### ANISHA SMITH

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Teacher Registration No:

#### Education and Qualifications

- 2010 - 2011 **PGCE Secondary Biology**  
City University  
Give some details about the course (if you have a job description and personal specification, try to highlight relevant aspects).
- 2007- 2010 **BSc (Hons) Biology**  
City University  
Give some examples of modules studied and dissertation/special projects.
- 2000 - 2007 **City Grammar School for Girls**  
A-levels: Biology (C), Chemistry (C), Psychology (B)  
AS level: Art (B)  
7 GCSEs grade A-C, including Maths, English Language, Biology and Chemistry

#### School Experience

- 2011 **Comprehensive School, Nottingham**  
11-week block practice:
  - Taught balanced science up to Key Stage 3 and biology to Key Stage 4.
  - Helped form tutor for Year 8 group with responsibility for attendance, behaviour and reports. Ran a tutorial session on bullying and friendship.
  - Participated in four parents' evenings.
- 2010 **Royal City High School, Nottingham**  
6-week block practice:
  - Taught biology, chemistry and physics up to Key Stage 3.
  - Helped with Year 7 special needs group.

#### Work Experience

- 2007 - 2009 **Part-time district organiser for Watch (environmental charity)**
  - Planned, organised and publicised a programme of events and activities for a membership of 20 children aged between 7 and 14.

#### Relevant Skills

##### Planning and Organisation

I have considerable experience of organising people, activities and resources through teaching, in my voluntary committee work and as district organiser for Watch.

##### Reliability and Responsibility

I have an excellent attendance record at university and at work. My work experience has demanded high standards of care and attention to detail, particularly with regard to the safety and well-being of others.

### Communication

My time spent in schools and with Watch has shown that I can communicate with and relate to a wide age and ability range. Through my university course, I have developed high-level written and presentational skills.

### Teamwork

In school, I have enjoyed working closely with colleagues to share ideas and specialist knowledge. In particular, my work with Watch entailed close cooperation with activity leaders.

### Information Communications Technology

I have a working knowledge of Photoshop and a range of Microsoft applications, including Word, Access, Excel, PowerPoint and Publisher, which I use to create materials and integrate ICT as a resource within my lessons. I have also used specialist subject-specific software packages, often in conjunction with a whiteboard. I regularly use the internet for research and lesson planning.

### Interests and Achievements

- British Trust for Conservation Volunteers (BTCV) volunteer for many years and attended training courses in practical conservation and the environment.
- Enjoy outdoor pursuits, including walking and youth hostelling.
- Duke of Edinburgh Silver Award, 2006.

### Referees

Professor Jones  
Dean of Education  
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