



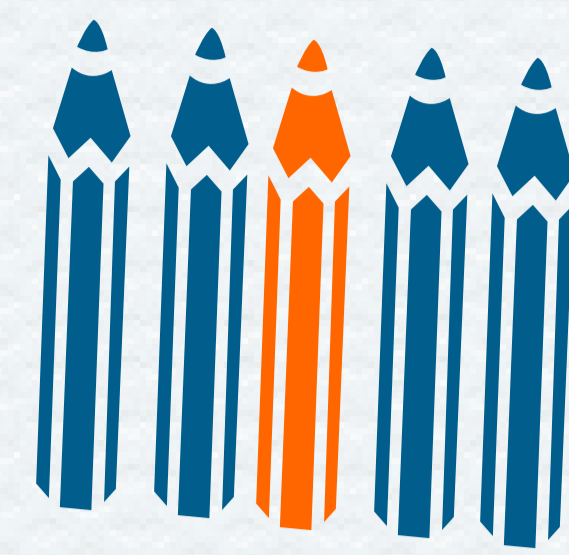
THE CV FOR SKILLS

PLACES THE FOCUS ON YOUR WAY OF DOING THINGS

The skills curriculum emphasises those abilities, attitudes and aptitudes that can be key to the job you are looking for and projects a first impression of how you work. Companies will be able to identify your skills more easily and differentiate you from other candidates with similar training and experience.

Differentiate yourself by **what you know how to do best!**

Highlighting your abilities, attitudes and aptitudes will help you **find a job**



HOW TO INCLUDE THE SKILLS IN YOUR CV

We show you different ways to present your skills:

1

Brief description of your profile

Take advantage of your profile description to state your most relevant skills and support them using specific examples or details.



CFGS (Higher Vocational Diploma) in Administration and Finance with **8 years of experience** as an administrative assistant in the **commercial, hospitality and tourism sectors**.

Person with clear **customer focus** (3 years on the front-desk of hotels) and with an **ability for planning** (2 years creating weekly schedules of activities).



2

Specific framework of skills

Make a list of your most relevant skills. Include an example to justify them. Present this in a specific area in order to make it stand out graphically.



Customer focus: 3 years of front-desk. Direct communication with the clientele, identifying their needs and proposing solutions.

Planning and organisation: Listing and prioritisation of tasks and assigning them to people in order to achieve the required results.



3

Experience and skills

It complements the section on professional experience. State the skills that you have developed in each previous work place, highlighting the activities carried out.



EXPERIENCE:

2012-2015 Administrative technician Viatges BCN:

- Management of treasury documents.
- Preparation of documents and reports relating to commercial operations.
- Management of employee documentation for the organisation's work force.
- Supervision of operational teams.

SKILLS DEVELOPED

- **Planning and organisation:** programming of schedules and assigning tasks to the commercial teams. Resolution of problems and rearrangements of the plans.
- **Customer focus:** telephone assistance, reception of visitors and follow-up of after-sales contacts.



4

The CV for skills

Redefine the professional experience section. In this case, organise it according to the key skills that you have developed and, for each one, relate them to the activities, achievements and work places where you have developed them.



Planning and organisation

Programming of external teams in relation to after-sales services. Structuring and planning of tasks, document management, drafting of reports and providing follow-up support.

Companies: Viatges BCN (2012-2015)

Customer focus

Seeking customer satisfaction, understanding their needs and the ability to meet those needs through telephone assistance, face-to-face meetings and subsequent follow-up.

Companies:
Grup Barcelona Restaurants (2008-2010)
Electrodomèstics Barcelona (2007-2008)



The experts recommend:

- ✓ Demonstrate your skills, giving concrete examples. Remember that this is what creates value.
- ✓ Take advantage of the interview and the group dynamics to bring your own skills into play.
- ✓ Combine the most common skills with some that are specific and which will differentiate you from the other candidates.

WOULD YOU LIKE TO KNOW MORE?



CV Models +

Elements of a CV +

The hidden curriculum +

Find the ideal curriculum type for your profile +