

CV Ace™



Sample Functional CV

ROSbro

Sample Functional CV

Notes

The **Functional CV** focuses on your skills and knowledge rather than your '**Career history**' (or '**work experience**'). The idea is to convince the employer that you have the skills necessary to do the job you're applying for.

On the first page of your CV, you write 3-5 lines about 3 or 4 major skills you possess. For example, if you are a sales person, you could write about your

- selling skills
- negotiation skills
- communication skills
- time management skills.

On the other hand, if you are just leaving school and you're looking for a secretarial position, you might include these:

- office skills
- communication skills
- knowledge of computers
- organisational skills.

When you're applying for a job, look at the details in the **job advert**, **job description**, and the **person specification**. These documents will give you clues about the skills the employer is looking for. Then you can write your Functional CV to match. Of course, this means that you will usually have to customise (or tailor) your CV for each job you're applying for (otherwise you may be describing skills that the employer doesn't need).

To write your Functional CV, select 3 or 4 skills you possess, and then describe them and what achievements they have helped you to accomplish. On the second page of your CV, you list any jobs you've had rather than describing them in detail.

Some employers still find the Functional CV difficult to appreciate – many employers understand the Chronological CV better, and prefer it. So, think carefully about using the Functional CV, particularly if you've already got quite a lot of work experience.

The Functional CV is most appropriate if you:

- are leaving school, college or university
- are unemployed
- are returning to work after a break
- are changing careers, or
- have gaps in your work experience.

Sample CV Notes

This candidate is a sales person. We've included a Personal Profile (including a reference to the kind of job Martin is looking for) but we've entitled the profile 'Sales Executive' to describe his profession. It would also be acceptable to use 'Personal profile' as the title for this section, and to include a separate career objective as Martin is still in the early part of his career (he's got less than 10 year's work experience).

Notice that we've only summarised Martin's Career history – we've given no details about any of the jobs he's had, even though he's always been employed since leaving university.

The Functional CV should include the following sections:

1. **Your name** – in the header on all pages.
2. **Contact details:**
 - a. postal address
 - b. postcode
 - c. home telephone number (landline)
 - d. mobile phone number
 - e. email address

(minimum details should be mobile number and email address)
3. **Personal profile (use your job title as the header if you wish)**
4. **Skills (3 or 4 skills described in detail)**
5. **A summary of your Career history (work experience)**
6. **Education and qualifications**
7. **Other information**
8. **Interests**
9. **Referees**
10. **Page numbers (in the footer on all pages).**

About the sample CV

A full sample Functional CV is given on the next 2 pages. All actual details (name, address, telephone numbers, company names etc.) are fictitious, but the CV is based on the career of a real person).

Formatting details:

Font:	Verdana
Name header font size:	16 pt
Section header font size:	11 pt
Body text font size:	10 pt
Left margin:	0.75"
Right margin:	0.75"
Bottom margin:	1"
Top margin:	1"
Space saving:	

Special notes

So you can compare the main types of CV more easily, we've also used the same candidate's details for the sample Chronological CV and Hybrid CV.

Martin Barrow

42, Malmesbury Lane, Didworth, West Yorkshire, DD9 1RR

Tel: 01234 321 123

Email: martin.barrow@myisp.co.uk

Mobile: 07123 321 123

Sales executive

A highly successful, and focused sales professional with excellent client-facing skills. With considerable and highly successful experience of selling both products and services, I am now seeking a challenging sales role that will enable me to hone and extend my skills, and provide a rewarding and stimulating long-term career with a progressive organization.

Skills and abilities

Selling skills

With over £4,000,000 worth of sales during my career to date, I have worked hard to develop essential selling skills such as generating leads, conducting sales visits, researching and defining customer requirements and needs, countering objections and then formulating propositions to close deals.

Negotiating skills

In my current position, I negotiate at board room level with small and medium sized enterprises, and have negotiated at this level with a wide range of clients from small businesses to very large departments within the British Army and the NHS. Whilst focusing on profitability, margins and sales targets, I am also keenly aware that customer satisfaction should also figure in the equation, in order to promote long term relationships and continuing profitable accounts.

Communication

I am keenly aware of the importance of clear, unambiguous communication both with customers as well as with my manager and colleagues. In oral communication – on the telephone or in face-to-face meetings - I am always polite and friendly whilst maintaining a high standard of professionalism. In written communications – letters, reports, emails and schedules – I aim for clarity as well as meticulous use of language and grammar to ensure that I always promote an excellent impression of my professionalism as well as that of my employer.

Time management

Managing my time has been a key element in all the positions I have held. Planning and scheduling my workload, researching customer needs, preparing for sales calls and allocating time to prepare reports and other paperwork are key to my approach. I also set aside time to meet with colleagues to share product knowledge, or to enjoy rewards such as the Ferrari Track Day we won at ARG Supplies, and to meet informally with clients to develop relationships.

Martin Barrow

Career history

Mar 2004 – Present	New Business Manager, MNT Telecoms Ltd
Oct 2003 – Feb 2004	Front of House Operative, Dominion Hotel
Aug 2003 – Oct 2003	Assistant Manager, Heart Of Wales Hotel
Jul 2002 – Jul 2003	MOD Account Executive, ARG Supplies Ltd
Apr 2001 – Jul 2002	Indoor Sales Executive, RTW International Ltd
Jul 2000 – Mar 2001	Customer Representative, Mutual Key Building Society

University placements and vacation work

Jul 1998 – Sep 1999	Research Assistant, Soil Physics Department, The Internatinal Turf Research Institute
Dec 1997 – Jan 1998	Administration and control clerk, Clam UK Limited.

Education

1996 – 2000	University of Bradford Qualifications: BSc (Hons) Environmental Science, Diploma in Professional Studies in Environmental Science.
1989 – 1996	St Egbert's College Qualifications: 4 A levels, 11 GCSE's.

Other information

Comprehensive computer skills (Windows, Microsoft Office and in-house bespoke databases and client management systems); full, clean driving licence.

Interests

War history and military journalism; Manchester City Football Cub supporter; member of the Yorkshire Sports Car Club.

Referees

Available on request.