

# CV Ace™



## Sample Hybrid CV

# ROSbro

## Sample Hybrid CV

### Notes

Like the Functional CV, the Hybrid CV focuses on your skills rather than your Career history (or employment record, or work experience). The idea is to get the employer to appreciate that you have the skills necessary to do the job you're applying for. However, with the Hybrid CV you also include some details about your work experience. In particular, details about your current position and the last couple of jobs you've had – then you can simply list the others.

For people who already have some work experience, the Hybrid CV is often an attractive alternative to the Chronological CV. Hybrid CVs focus on your skills, have a modern kind of layout and good structure, yet also give the employer an idea of your responsibilities in your current and previous jobs.

On the first page of your Hybrid 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
- negotiating skills
- communication skills
- organisational skills.

On the second page of your Hybrid CV, you list your Career history which should give quite a lot of detail about your responsibilities and duties in your current job, as well as 1 or 2 of the previous jobs you've had (listed in reverse chronological order).

As with the other kinds of CVs, always read the job advert, job description, and the person specification carefully. These documents will give you clues about the skills the employer is looking for. Then you can write your Hybrid 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).

Some employers still prefer the Chronological CV, particularly in preference to the Functional CV. But a Hybrid CV has the best elements of both the other main kinds of CV, and is perhaps a safer bet than the Functional CV, especially if you already have some work experience.

In general, the Hybrid CV is most appropriate if you:

- are in the early stages of your career
- are just starting your career, but already have some work experience
- have gaps in your work experience
- are leaving the armed services.

### Sample CV Notes

This candidate is a sales person. We've included a Personal Profile, which we've just entitled 'Profile' – we could also use 'Personal profile' or even the candidate's job title: 'Sales Executive' (see the Chronological CV and Functional CV).

Notice that we've given details about Martin's responsibilities for his current job, and his previous two jobs, then simply listed the others. This gives the employer a good idea of the work Martin has done recently, yet prevents his CV from getting too long.

## The Hybrid 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 for the header if you wish)**
4. **Skills (3 or 4 skills described in detail)**
5. **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 Hybrid 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:

<b>Font:</b>	Arial
<b>Name header font size:</b>	16 pt
<b>Section header font size:</b>	11 pt
<b>Body text font size:</b>	10 pt
<b>Left margin:</b>	0.75"
<b>Right margin:</b>	0.75"
<b>Bottom margin:</b>	0.75"
<b>Top margin:</b>	0.75"
<b>Space saving:</b>	To allow more room for details, we've left out the full postal address, and have left out contact details for the candidate's referees.

### 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 Functional CV.

# Martin Barrow

Tel: 01234 321 123

Email: martin.barrow@myisp.co.uk

Mobile: 07123 321 123

## Profile

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 fundamental to my approach. I also like to set aside time to meet with colleagues – for example, to share product knowledge – and to meet informally with clients to develop relationships.

## Career history

Mar 2004 – Present

**New Business Manager, MNT Telecoms Ltd**

Duties and responsibilities:

- Selling at MD and boardroom level to small and medium-sized firms
- Attending sales visits to provide one stop telecommunications solutions to small businesses
- Generating leads and making appointments
- Project managing telephone system installations
- Working to monthly revenue and acquisition targets.

# Martin Barrow

August 2003 – Feb 2004 During this period I was caring for a terminally ill relative.

**Oct 2003 – Feb 2004**                      **Front of House Operative, Dominion Hotel**

Duties and responsibilities:

- Hosting guests and supervising reservations
- Monitoring and developing inter-departmental communications
- Production of sales and marketing literature
- Planning and organising meetings and functions.

**Aug 2003 – Oct 2003**                      **Assistant Manager, Heart Of Wales Hotel**

Duties and responsibilities:

- Organising and monitoring operations
- Taking reservations, negotiating room rates, targeting repeat business.

**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 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 bespoke databases and client management systems); full, clean driving licence.

## Interests

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

## Referees

Available on request.