

Example Functional CV

Amanda Davies
14 Any Street
Nottingham, NG2 3GD
Telephone: 07792 3134567
Mandy425@email.com

This style of CV moves the focus away from individual job roles. It highlights transferable skills, which are explained under headings. This makes it clear to potential employers what Amanda could bring to a job.

Profile

Considerable experience in the education sector both as an English teacher and Head of Department. A proven record of supporting, coaching and training staff and students to achieve goals. An effective communicator with good project management and analytical skills.

Leading, Coaching and Mentoring

This section can be used to highlight experience from recent jobs but also less recent jobs that may not be as prominent on a Performance CV.

- Leadership qualities and the ability to manage challenging behaviour effectively
- Mentoring various members of staff through Initial Teacher Training and their first line management posts; coaching, developing and supporting staff with personal issues and work problems
- Providing ongoing pastoral care to students
- Decision making regarding teaching methods, design of the school curriculum, departmental budgets and staff recruitment.

Communication

- Excellent written and verbal communication skills, with the ability to communicate subject material to students of mixed abilities and backgrounds
- Establishing and maintaining positive relationships with fellow professionals and parents.

Project Management

Amanda can change the section headings for each job, selecting the most appropriate.

- Designed and implemented a new school intranet site
- Initiated pilot project with local Connexions Service, providing help and support with careers guidance and work experience placements for students
- Organising and supervising after-school activities including educational visits, sporting events and school productions.

Experience

This section still shows details of the job title, company name and dates but it's less prominent than on a Performance CV.

2008-2012	Trent Secondary School	Head Department English Teacher
2005-2008	City of Nottingham Secondary School	English Teacher
2003-2005	Stonecrest Upper School	English Teacher

Training

- Coaching in the Workplace Certificate
- Various line management training including: setting objectives and conducting appraisals; team leadership; motivating staff; recruitment and selection; assertiveness at work
- Sector-related learning and development – equality and diversity; child protection
- First aid qualifications
- Various IT training courses including Word, Excel, Powerpoint, Internet and email.

Qualifications

- Bachelor of Education (BEd) degree (2:1) – University of Warwick (2003)
- 3 A Levels – English Language (B), English Literature (B), French (B)
- 8 GCSEs Grade A to C.

Additional Information

Full, clean driving licence.

Language skills – fluent in French, conversational Spanish.

Interests

Sports – taking part in a range of sports and outdoor pursuits including canoeing, rock climbing and diving.

Fundraising co-ordinator for local children's charity.

References

Available on request.