

Example Performance CV

Julie Jones

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Drawing attention to ten years working as a PA immediately tells the reader Julie has a wealth of experience.

Profile

An organised, confident and motivated PA with ten years' experience. Communicates confidently and effectively at all levels and uses initiative to meet the highest standards. Always striving to go the extra mile in order to achieve the set goal. Seeking new challenges and additional responsibility to progress career.

Achievements

- Promoted to the role of PA to the General Manager whilst at Johnson's Packaging
- Completed the Girlguiding UK Adult Leadership scheme to become a Guide Leader
- Completed the Birmingham half Marathon, raising £5,000 for charity.

Julie has created an achievements section, which is the special section you include on Performance CVs. You can use this section to highlight impressive achievements in and out of work.

Experience

Achievements from voluntary work are still relevant because they highlight leadership skills.

Promotions show you've been trusted with additional responsibility.

Birmingham Royal Hospital

Medical Secretary

2005-2013

- Providing secretarial and administrative support to a consultant and a team of junior doctors
- Summarising all incoming correspondence into patients' medical records
- Arranging meetings, managing diary, dealing with appointment requests
- Actioning all GP referrals, liaising with other internal and external hospital departments
- Audio typing and copy typing of clinic letters and operating lists
- Clinical coding of all incoming patient correspondence.

Job title, company name and dates are all included with responsibilities in bullet points.

Birmingham City Council

Secretary

2001-2005

- Provided secretarial support to a manager of busy education department
- Drafted and typed letters and other documents
- Updated records using computer database and spreadsheet software
- Administered all incoming and outgoing post
- Ensured all filing systems were up to date.

Johnson's Packaging

PA/Administrative Assistant

1999-2002

- Supervised administrative staff and delegated tasks
- Audio typing and copy typing of documents
- Managed general manager's diary
- Organised travel arrangements for international travel.

Qualifications

First Aid at work qualification

Birmingham College of Further Education

- CLAIT

1998

Adult Centre

- NVQ levels 1-4 in Business and Administration

1989

Brunswick County Secondary School 1975 – 1986 & 1975 – 1980

- 3 O Levels Grade B
- CSE English Grade 1

On Performance CVs the Qualifications section is below the Experience section. This draws more attention to the professional experience she's gained.

Interests

Girl Guides, Assistant Leader – assisting in the running of a local Girl Guides group.

Sports – swimming, running and general keep fit.

References

- Available on request.