

Name  
Address  
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## Personal statement

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***Provide a brief personal statement that covers the following: Who you are, what you have to offer, what you are aiming for. Example below:***

A conscientious and professional personal assistant with extensive experience in administration, PA and secretarial roles, currently seeking a new position as an Executive PA. A highly organised and efficient individual, whose thorough and precise approach to projects has yielded excellent results. Recent achievements with my current employer include the implementation of an innovative new filing and indexing system.

## Key Skills

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***This section is optional, but may help demonstrate your additional skills relevant to the job you are applying for or additional qualifications you may have obtained outside of education. Example below:***

- 80 words per minute typing
- Proficiency in all areas of Microsoft Office, including Access, Excel, Word and PowerPoint
- Excellent communication skills, both written and verbal
- Accredited member of APA (Association of Personal Assistants)
- Fully qualified first-aider

## Employment History

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***Provide any employment history in reverse-chronological order, with the most recent jobs coming at the top. Use this to demonstrate your relevant skills and abilities; talk about the accomplishments and achievements you gained from each role. If you have no employment history then leave this section out. Example below:***

Job Role, Company Name, Location  
(July 2017 – Present)

### Achievements and responsibilities:

- Implemented a change of stationery supplier, reducing costs by 20%
- Reorganised the meeting booking process, implementing an online system which all staff can access, leading to reduced diary conflicts within the team
- Devised and implemented a new filing and indexing system for files, resulting in greater ease of access and a more time-efficient process
- Helped provide a safer workplace by cataloguing and dispatching health and safety information and posters for the whole company
- Diary management, typing correspondence and documents, creating presentations and creating meeting minutes

Previous Job Role, Company Name, Location  
(June 2010 – April 2011)

Achievements and responsibilities:

- Presenting a professional and friendly first impression of the firm to all visitors and clients
- Managing incoming phone calls and mail
- Organising stationery orders and liaising with suppliers to meet business requests
- Replenishing and restocking the bar, always ensuring high level of stock management efficiency
- Also assumed the role of fire/health and safety officer for the entire office staff

Education

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***Education should be included from GCSE (or equivalent) level onwards – in reverse-chronological order (with the most recent events at the top). Example layout below:***

College/School Name  
(September 2004 – June 2006)

School Name  
(September 1998 – June 2004)

10 GCSEs, grade A-C, including Maths and English

Hobbies & Interests

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***This section of your CV helps to get your personality across but should only include hobbies that are particularly unique (that you can expand on at an interview), prove your skills, and/or back up your motives for applying for the role. Example below:***

I am involved in a local amateur dramatics society, where I volunteer as a lighting and sound technician. I have been involved with this society for three years and very much enjoy being part of the team. More recently, I assumed the role of Stage Manager for a two week production and relished the chance to take control of performances and react to a high-pressure environment.

References

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References are available upon request.

