



## Skills-based or functional CV

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### When to use a skills-based or functional CV

A skills-based CV is ideal if you have gaps in your employment history, because they are not as prominent as they would be in a chronological CV. However, employers are still likely to ask you about your career progression, so be prepared to explain any gaps at interview.

Choose this sort of CV to emphasise what you have to offer an employer. These formats can be useful if you're looking for a career change. This is because they focus on your transferable skills and experience, rather than job titles, companies, and how long ago you got the experience.

In this type of CV you promote your skills and achievements in three to six 'functional headings'. For example, if you're applying for work in a retail role then headings could include 'customer service' and 'sales' – both key skills for any retail role. If you have varied work experience, this type of CV provides the opportunity to show employers how skills gained in other types of employment might be relevant for the post.

Under each subheading you include more details about your relevant skills and experience. You might have got this experience from paid work, voluntary work or education. Any experience that you feel isn't relevant can be left out.

This can be a good style of CV to use for speculative applications or agency work because you can group your skills and experience into categories. Also if you want to change to a broad, new area of work you can show your relevant transferable skills and experience. If you've had a lot of jobs and you want to describe the experience you've got as a whole, you can summarise your strengths that you feel are relevant to a particular area of work. You may want to highlight skills you've gained in previous jobs but that you don't use in your current or most recent job.

#### You should include:

- Your contact details (name, address, telephone number, mobile - and email address if you check it regularly).
- Your education and qualifications, degree subject, class (attained or expected), modules studied, A levels - always with dates and grades, summarised GCSE/O levels or CSEs.

[www.learning-opportunities.org.uk](http://www.learning-opportunities.org.uk)

Sourced from:

Open University: [www.open.ac.uk/careers](http://www.open.ac.uk/careers) and Careers Advisory Service: [www.careersadvice.direct.gov.uk](http://www.careersadvice.direct.gov.uk)

- A description of your key or transferable skills - identify the key skills required for the job and use these headings in your CV.
- A summary of your work experience.
- Your referees (can be named or 'on request') - if named ensure you ask their permission first.

### **You don't need to include**

- Nationality, unless you will need a UK work permit.
- Marital status.
- Details and ages of children.
- Your health status.
- School and university address.
- Examining boards.
- Minor qualifications unrelated to the post applied for.
- You don't include specific requirements listed on a job description or person specification.

### **Other things to consider with a skills-based or functional CV**

- It's one of the more unusual formats – some employers might not be familiar with it.
- If you've worked for well-known employers or you've had a lot of promotions they will be on the second page, so not as noticeable.
- Setting alarm bells ringing for employers – some may feel a skills-based CV format is an attempt to hide something (such as gaps in your work history).

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