

## Example of a skills-based CV

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### ANISHA SMITH

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Teacher Registration No:

### RELEVANT SKILLS

**Planning and Organisation** Considerable experience of organising people, activities and resources through teaching, in my voluntary committee work, and as district organiser for Watch. Achieved "Excellent" for this within my final placement assessment.

**Teamwork** In schools, I have enjoyed working closely with colleagues to share ideas and specialist knowledge, taking the lead on projects such as the Environmental week during my final placement.

**Reliability and Responsibility** An excellent attendance record at university and at work. My work experience has demanded high standards of care and attention to detail, particularly with regard to the safety and well-being of others.

**Communication** My time spent in schools and with Watch has shown that I can communicate with and relate to a wide age and ability range. Through my university course, I have developed high-level written and presentational skills.

**Information Communications Technology** I have a working knowledge of a range of Microsoft applications, including Word, Access, Excel, PowerPoint, Publisher and Photoshop, which I use to create materials and integrate ICT as a resource within my lessons. I have also used specialist subject-specific software packages, often in conjunction with a whiteboard.

### EDUCATION AND QUALIFICATIONS

- 2014 - 2015    **PGCE Secondary Biology**      **City University**  
Gaining an understanding of the theory underpinning Science education, for example; the nature of Science and "How Science Works"  
Learning to set clear objectives for lessons  
Developing good classroom management skills
- 2011- 2014    **BSc (Hons) Biology**                      **City University**  
Taking an environmental approach to biology with the emphasis on Laboratory, Computational Biology and Communications Skills  
Practical final year research project "An investigation into the morphological adaptations seen in social insects"
- 2004 - 2011    **City Grammar School for Girls**  
A-levels: Biology (C), Chemistry (C), Psychology (B)  
AS level: Art (B)  
7 GCSEs grade A-C, including Maths, English Language, Biology and Chemistry

## SCHOOL EXPERIENCE

- 2015            **Comprehensive School, Nottingham** 11-week block practice:  
Taught balanced science up to Key Stage 3 and biology  
to Key Stage 4.  
Helped form tutor for Year 8 group with responsibility for attendance,  
behaviour and reports.  
Ran a tutorial session on bullying and friendship.  
Participated in four parents' evenings.
- 2014            **Royal City High School, Nottingham** 6-week block practice:  
Taught biology, chemistry and physics up to Key Stage 3.  
Helped with Year 7 special needs group.
- 2013            **New Road School** (Comprehensive) Voluntary classroom assistant supporting  
pupils within Science and Technology lessons.

## WORK EXPERIENCE

- 2011 - 2013    **Part-time district organiser for Watch (environmental charity)**  
Planned, organised and publicised a programme of events and activities for a  
membership of 20 children aged between 7 and 14.
- 2011 – 2013    **Asda**, Customer service assistant

## Interests and Achievements

British Trust for Conservation Volunteers (BTCV) volunteer for 5 years and attended training  
courses in practical conservation and the environment.  
Enjoy outdoor pursuits, including walking and youth hostelling.  
Duke of Edinburgh Silver Award, 2007.

## REFEREES

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