# Admin CV Template

**Name:**

**Address:**

**Telephone number:**

**Email address:**

Firstly, your CV should have all of your personal details on it – name, address, contact number and email address, so companies can quickly see how to contact you and see your location.

#### Personal Profile

Personal statements are a very good way to make your CV stand out. This should include a brief overview of your skills, experience and what you are looking for in your next role. Don’t make it too chatty and make it relevant to the type of roles that you are applying for, highlighting your skills such as time management, being a good team player, attention to detail and computer skills. Try to keep this section to below 150 words.

#### Business & Professional Skills

If you have completed a specific admin course or received a professional qualification which is relevant to the role you are applying for, insert here.

#### Education & Qualifications

In this section, you should list your education, stating the most recent and highest level first. For example, university name, subject and grade followed by the name of the school or college and any qualifications gained. Try to avoid listing every qualification you have ever received if they are not relevant to your job search.

#### Employment History

Your work experience is the most important section of your CV and must be listed one role at a time. Employers often quickly scan CVs and look for relevant company names and industry sectors, job titles and length of service within each company. A CV that shows you’ve moved jobs frequently does not create a good first impression, so if you have worked in several roles within one company it is a good idea to list each job title under the one company name. This also shows you have progressed internally which is also a good sign to future employers.

If you are at the early stages of your career, think of any additional transferable skills that you may have acquired along the way whilst working during a gap year or voluntary projects, such as teamwork or client-facing skills.

Show your duties in bullet point format so they are easy to scan and try to keep it to the point.

**For example:**

Oriel Partners (Recruitment) June 2018 – Present

Administrator

**Responsibilities**

* + - Assisting the team with administrative tasks
    - Answering telephone calls
    - Managing office supplies
    - Diary and inbox management
    - Booking travel
    - Processing expenses
    - Organising meetings
    - Reporting into the Office Manager and assisting with day to day needs
    - Filing and scanning
    - Supporting with events
    - Carrying out research
    - Typing up correspondence
    - Archiving
    - Providing cover for the front of house team if required

#### Achievements

Here, include any special achievements. For example, if you were School Captain and any sporting achievements that show leadership and team playing skills, or awards won in the workplace. Perhaps any voluntary work you have carried out, or challenges you have succeeded in. This is particularly important if you are still at the start of your career and your employment history is limited.

#### References Available Upon Request