# PA 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 PA course or received a specific 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. CVs that show you have moved around between jobs a lot don't 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.

**An example of how to list your employment history:**

Oriel Partners (Recruitment) June 2018 – Present

PA to Directors

**Responsibilities:**

* + - Diary management
    - Booking all travel, hotels and transfers
    - Handling itineraries
    - Scheduling meetings
    - Managing expenses
    - Correspondence
    - Inbox management
    - Preparing reports and PowerPoint presentations
    - Taking minutes in meetings
    - Arranging events
    - Running personal errands
    - Basic administration
    - Ordering office supplies
    - Answering telephone calls
    - Managing a junior assistant / receptionist
    - Providing cover for others if required

#### Achievements

Here, include any special achievements. For example, School Captain and 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