

Example of Targeted CV

Robert Constable

22 Anytown Lane

Belfast

Postcode

Contact telephone 028 38 650222

PROFILE

A highly motivated individual with strong management skills gained as a member of large Public Sector Organisation. Extensive experience of operational and project management.

TRAINING AND PROFESSIONAL DEVELOPMENT

- BA Hons in Business Management
- Associate Member of Institute of Community Youth Workers
- Attended training in Community Addictions
- Developed Role as Community Youth Worker
- Secretary of the Anytown Community Group
- Human Rights Legislation
- Children's Order Training
- Equity, Diversity and Interdependence in the Community

ACHIEVEMENTS

- Initiation and development of Anytown Community Liaison Project.
- Recruitment of community groups from target population for participation in project.
- Developed in house and external training programmes
- Delivery of Youth Drug Awareness Project to 14 Community groups in Anytown area

EMPLOYMENT HISTORY

Employer	Position	Dates
Northern Ireland Police	Police Officer	1972 - 2001

Authority

Key responsibilities and achievements

Operational and investigative duties contributing to reduction in crime.

General security duties along with the responsibility to undertake specific projects.

Effective communication with both public and professionals

Liaison with internal and external organisations.

Collation, assessment and dissemination of information.

Management of crisis and emotive situations

Employer	Position	Dates
Wright Bros Electrical Wholesales	Stock Controller	1969 - 1972

Key responsibilities and achievements

Stock maintenance, ordering of supplies, liasing directly with internal and external customers.

Implementing and controlling budgets, resulting in a 30% increase in profit. Overall responsibility for the management of accounts and all commercial records.

Employer	Position	Dates
Hamilton's Electrics	Apprentice Electrician	1967 - 1969

Key responsibilities and achievements

Apprentice electrician, installing cables and wiring to commercial premises. Maintaining and repairing domestic and industrial equipment. Risk management through adherence to clearly defined procedures.

ADDITIONAL EXPERIENCE

I have a long history of involvement in Community Youth work. I have been secretary of the Anytown Community Group for the past 5 years. I assist with the Youth Club, organising events and ensuring that staff and volunteers are supported through training and supervision.

INTERESTS

Community work, reading, music, DIY.

PERSONAL DETAILS

Married

Non smoker

Full Driving licence

Date of birth 01.10.51

REFEREES Available on application.

