

## Adult Example CV — Careers Adviser Applicant

**Name, Location, Phone:** 07XXX XXXXXX **Email, LinkedIn:**

### Professional Profile

A motivated and empathetic careers professional with over eight years' experience supporting young people and adults to explore pathways, develop employability skills, and make informed decisions about their futures. Skilled in 1:1 guidance, labour-market-informed advice, and delivering engaging workshops. Passionate about widening participation and helping individuals build confidence in their next steps.

### Key Skills

- Career guidance
- 1:1 coaching
- Labour market knowledge
- Communication
- Safeguarding awareness
- Workshop delivery
- Organisation & caseload management
- IT proficiency

### Work Experience

#### **Employability & Skills Coach, Northamptonshire Skills Hub, 2020–Present**

- Deliver 1:1 employability and progression support to adults and young people aged 16–24
- Facilitate group workshops on CV writing, interview skills, and career planning
- Build strong relationships with local employers to create work experience and training opportunities
- Maintain accurate caseload records and track progression outcomes
- Supported over 350 learners into employment, training, or further education
- Achieved 92% positive destination rate across programmes in 2023
- Designed a new CV workshop that increased learner confidence scores by 27%

#### **Learning Support Assistant, Wellingborough Academy, 2017–2020**

- Provided academic and pastoral support to students aged 11–16
- Supported pupils with SEND to access learning and develop independence
- Collaborated with teachers to adapt resources and monitor progress
- Led a small-group study skills programme that improved student organisation and homework completion by 30%.
- Recognised by senior leadership for exceptional student rapport and safeguarding practice.

#### **Customer Service Advisor, RetailCo UK, 2014–2017**

- Delivered high-quality customer service in a fast-paced environment
- Trained new staff in communication and problem-solving techniques
- Managed customer queries, complaints, and product information

## **Education**

### **GCSEs & A-Levels**

- 7 GCSE's including Maths and English
- 3 A 'Levels - English, Psychology and Sociology

### **Professional Development**

- Level 6 Diploma in Career Guidance and Development (In Progress)
- Level 3 Award in Education and Training
- Safeguarding Level 2
- Motivational Interviewing (CPD)
- Trauma-Informed Practice
- Mental Health First Aid (Adult)

### **Interests**

Volunteering as a mentor for young people in the community who have faced barriers to education.