



## LRA CV Template

### Personal Details

Name:

Address:

Email address:

Telephone number:

### Personal Profile

Personal statements can be a useful way to quickly, succinctly explain who you are and what your aspirations are. It needs to be brief, otherwise people won't read it! Try and keep it under 200 words. They can be particularly useful if you're looking to career/role change and can provide context to your application. *I.e.. I am an immediately available, degree educated PA looking for my next long-term role within finance.*

### Education & Qualifications

If you're going to include your education, don't feel you have to include every grade or exam! You may just want to just include your most recent/senior qualification. If you do want to include more, we suggest a neat list like the below. You may want to include other relevant qualifications/awards here. However, there is room at the bottom of the CV under achievements/Interests to include things like scholarships/awards/nominations

**2020-2023:** Newcastle University: English Literature, 2:1

**2020-2018:** Norwood High School: 3 A levels (A,A,B)

### Business & Professional Skills

If you have completed a professional PA/HR/Business course, particularly if it's relevant to your specific job application i.e.. CIPD/IOSH we would encourage you to include that here. You may also want to include languages/IT packages here.

### Employment History

This is the most important part of any CV. So, make sure it's consistent, easily digestible and well thought out. Potential employers skim CVs quickly (you have an average of 6-8 seconds to make an impression!) so always use bullet points to list your duties - rather than paragraphs of text - and make sure you include job titles, company/brand names etc that are relevant to your new search. You may also want to include notable achievements under each role, and remember to highlight if you have progressed in the same company.

**LRA search Ltd.**

**January 2022 to January 2024**

### PA to Directors and Office Manager

#### Duties include:

- Extensive diary and schedule management for 2 busy Directors
- Regular booking of complex, international travel arrangements
- Daily management of all vendor and supplier relationships for the London office



- Ad-hoc personal support for both directors. Including medical appointments, liaising with children's schools etc.

**Notable achievements:**

- In 2022 I project managed an office move from start to finish. This included producing and conducting initial companywide surveys, through to managing relationships with vendors and construction teams and adhering to strict to budgets and timelines at all times.

**Other Achievements**

Here is where you can list other notable achievements. If you are at the beginning of your career you may want to include any positions of responsibility you've held that reinforce you're a team player, such as being Captain of a sports team or school prefect. If you have been nominated for any awards in the work place, or been a regular member of a committee/volunteer, this is a good place to include them.

**References Available Upon Request**