

The 5-point profile/summary

By David Wall

The 5-point profile/summary is designed to highlight elements that a potential employer is looking for on a CV profile or a LinkedIn summary. By removing all the usual tropes of a profile such as “hardworking” and “honest”, the 5-points highlights elements that are usually further down on the CV and may be missed by the reader. Presented below are the 5-points for 2 different CVs; One with work experience, the other with limited or no formal work experience.

Service user/participant with work experience

- 1. Establish job title and duration of work experience**
“Professional retail sales assistant with 3 years’ experience”
- 2. Name of companies they have worked for**
“Previous employers include Sainsburys and Primark”
- 3. Duties performed in employment**
“Daily duties included helping customers with their queries, using barcode scanners for accurate stocktaking and some cash handling”
- 4. Qualifications CPD achieved**
“Qualification gained include Health and Safety in a public area and regular new product training”
- 5. Type of organisation you want to work for.**
“Currently looking for a progressive retail company who values and ethics are focused Fairtrade and recyclable products”

Service user/participant with limited or no work experience

- 1. Voluntary work (formal and informal) and duration of time**
“Volunteered a befriender for 2 years in the Reading area”
- 2. Name of organisations/ or community achievements you were involved in**
“This was done with The Helping Hand Group and informally in my local community with elderly neighbours”

3. Duties performed

“Duties included talking with service users and helping them complete application forms. Occasional collecting medication and weekly food shopping”

4. Relevant personal achievements

“Organised a Christmas visit for elderly neighbours who were spending the Holidays on their own. Collected presents, Cards and food donated by the community for the elderly”

5. Type of organisation you want to work for.

“Looking for an organisation where I can gain further experience and formal qualifications in Health and social care.”

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- It should be noted that the participant/service user should have an idea of a realistic career goal or job they would like to gain. A list of potential job profiles can found on the National Careers Service website.
 - A LinkedIn summary can go into more detail and be at least 3 paragraphs long, whereas a CV profile should only be one short paragraph.