

PRACTICALLY PERFECT PA

EUROPE'S LARGEST BLOG FOR ASSISTANTS

CV Template for Personal Assistants

This CV template is for Personal Assistants working towards an Executive Assistant role. Remember to include keywords from the job description and change the CV for each role that you apply for! Good luck with your job hunt....

Name

I am a very capable, highly organised and confident individual with an enthusiastic and proactive approach to work. I have developed excellent management and interpersonal skills while working in busy commercial environments. I have an aptitude to communicate with people and am very flexible in my skill set. I am passionate about my career and take great pride in my work.

Employment

**Company name, dates from - present,
Job Title**

Working in (name of company) my role is to provide full executive assistance and administrative support to the (job title of those you support). I also provide adhoc support for (additional duties if any)

- Extensive diary management for Board level Directors
- Inbox management – responding and actioning all emails
- Maintaining all filing systems for Board level Directors
- Processing all UK and overseas expenses
- Producing documents, briefing papers, reports and presentations
- Carry out research as required for Board level Directors
- Create and maintain sections and systems on the Intranet and document management system
- Organising all UK and overseas travel and accommodation and co-ordinating extensive travel itineraries
- Organise and oversee specific projects as required by Board level Directors
- Produce and circulate papers for all Board and Committee Meetings
- Minute taking for all Board and Committee meetings
- Assist in the production of the Company Reports and Annual Returns
- Working collaboratively with team members of various projects across the organisation
- Administration of signing, notarising and distribution of license documents
- Maintain a task diary, informing Board level Directors of key tasks each week and completing tasks
- Organising events, training sessions and Board off site meetings
- Manage debenture allocations and other client entertainment

Company name, dates from - to,

Job Title

The main function of my role at (name of company) was to support (job title of those you support) in their day to day activities including all typical PA duties to a board level Director. My administrative activities were predominantly developing the communication function within (name of department) and building the correct communication channels for the department's activities.

- Extensive diary management, including organisation of all meetings, events and social occasions
- Organising all UK and overseas travel and accommodation and co-ordinating itineraries
- Attending all meetings and briefings for Board level Directors
- Producing documents, briefing papers, reports and presentations
- Dealing with incoming emails and post, often corresponding on behalf of the Board level Directors
- Meeting and greeting visitors at all levels of seniority
- Carrying out background research and presenting findings
- I developed and implemented the Internal Communication Strategy and Plan 09/10
- I implemented a new online communication system to redesign and distribute the internal newsletters, events information and other general communications
- Writing content for newsletters and maintaining the departments area of the intranet
- Managing all organisational aspects of the twice yearly Forum, including venue co-ordination, joining instructions, delegate packs and further communication activities during and preceding the events
- Organise training courses
- First point of contact within the department
- Manage, maintain and develop the department's administrative systems and responsible for accounts and budgeting
- Manage the departments mail and email, ensuring items are actioned by relevant team members
- Providing administrative support for key projects across the department

Company name, dates from - to,

Job Title

Working in (name of company) I was managing and overseeing the delivery of strategic plans and providing key account management services.

- Planning and implementing the strategic direction of (name of department)
- Leading project team meetings
- Delivering the annual business plans
- Liaising with the IT department for website development in line with business plans and objectives
- Contributing in the development and delivery of the business objectives, including taking part in cross departmental project teams
- Overseeing Communications, Marketing, Events and Sponsorship teams in delivery of objectives
- Write content for marketing, communication, publications and sponsorship material in line with the branding and messaging
- Managing the administrative activities and processes for the Committee meetings
- Line management of one Administrator

Company name, dates from - to, Job Title

I worked within the (name of department) as a team administrator. During my time at (name of company) I received an "Outstanding Contribution Award".

Company name, dates from - to, Job Title

I worked as a PA assistant to the Executive Director of (name of department).

Company name, dates from - to, Job Title

I worked as a customer sales officer within a telephone contact unit.

Professional Qualifications

- For example: FEPAA: Fellow of the EPAA
- For example: Project Management certificate

Education

- **University from – to**
Post Graduate Studies (MA, Post Grad certificate etc.)
- **University from – to**
BA Hons in (name of course)
Degree Class Obtained: (level of degree)
- **College from – to**
A-Level Grades Obtained: name of course and qualification
- **School from – to**
G.C.S.E grades Obtained: number of GCSEs (or equivalent) ranging from (level of qualification)

Computer Skills

- For example: Strong IT skills with an advanced knowledge of all Microsoft packages, including Word, Excel, Power point, Project and Publisher. Experience using web-based conferencing facilities including WebEx and Skype.
- For example: Frequent user of collaborative tools (Trello, Google Docs etc.), bulk email systems, online data gathering and website publishing systems including Dreamweaver and Quark. Additional knowledge of Adobe Photoshop and Wordpress.
- For example: Typing speed of 60wpm.

Interests & Activities

This is where you write a little bit about yourself. Add a bit of personality to your CV but keep your hobbies and interests professional!