

YOUR NAME (bold/font size 16)

Your full address and postcode (you can put it on one line to save space)

Mobile: 07777 111 222

Email: use a professional sounding email address

LinkedIn or other social media links if appropriate

Nationality: *only if it has an impact on work permit issues*

PERSONAL PROFILE or CAREER OBJECTIVE (optional)

About 3 to 4 lines (maximum). When these work, they can be highly effective but when they don't, they can be superficial and vague and a waste of space. If you want to include one, make sure it is effective and sells you successfully. Focus on the role applied for and include personal qualities, experience and skills and make sure your claims are specific and substantiated. If using 'Career Objective', then be sure it's targeted to the job and to the company. This is prime space on your CV so use it well.

EDUCATION AND QUALIFICATIONS (in reverse chronological order)

University of Bradford

Start Year – End Year

BSc (Hons) Business and Management Studies

Expected: 2.1

Final Year Project:

"E-Commerce and the changing business process" – An analytical investigation, examining and identifying the issues in business etc. You may use up to 4/5 lines if relevant.

Modules included: – Average 68%

Name of Module

xx%

Name of Module

xx%

Try to put in order of importance / relevance and no need to list all. You can add in individual results if you think it helpful

Awarded the "Name of Prize / Award" for best overall student?

Name of School, Town or City (and Country if from/applying overseas)

Year – Year

GCE A Levels: Subject (Grade), Subject (Grade), Subject (Grade) and Subject (Grade)

GCE AS Levels: Subject (Grade) and Subject (Grade) (if grades are poor then leave out)

Name of School, Town or City (and Country if from/applying overseas)

Year – Year

GCSEs: 9 subjects (3As, 4Bs and 2Cs) including Mathematics, English and French

EMPLOYMENT HISTORY or WORK EXPERIENCE (in reverse chronological order)

Name of Company / Organisation, Town or City (Country)

Month Year – Month Year

Job Title

- Be specific – tell them what you did, roles and responsibilities and the skills you have developed.
- Give priority to experience and skills relevant to the job you are applying for.
- Give evidence about how your skills were developed and use action verbs and quantify and qualify your statements – see examples below:
- "Handling and resolving up to 100 customer queries per day which enhanced and improved my communication skills, particularly the ability to professionally handle difficult customers."
- "Responsible for a project worth £10K and led and managed a team of 10 staff."
- If you have any particular achievements then do mention them.

Name of Company/Organisation, Town or City (Country)

Month Year – Month Year

Job Title

- The bullet points above are still applicable but try to highlight different skills and don't repeat the same ones as above.
- Use the correct tense – past tense for previous jobs and present tense for current jobs.
- If the job is relevant to the one you are applying, give more details on responsibilities, however if it's not that relevant, you may want to concentrate on the skills gained.
- If you have a large number of jobs that are similar, you could group them together.

VOLUNTARY WORK EXPERIENCE (in reverse chronological order and only if relevant)

Organisation / Company Name, Town or City (Country)

Month Year – Month Year

Job Title

- Same notes as above; keep checking that, if possible, what you've written is fully targeted to the job and to the company. Put your most responsible / demanding tasks first.
- "Raised £1K for Cancer Research by organizing..."

IT / COMPUTING AND / OR TECHNICAL SKILLS (alternatively a specific title, e.g. Laboratory Skills)

- Can be useful as a separate section or you can include in the additional skills section below
- Name the specific packages that you can use and indicate the level of competency. *The following are examples only.*
- Consistently good grades in various programming languages such as (name them....)
- Proven competency using AutoCAD, SAP2000 and EuroCode 8 etc.
- Extensive experience with Microsoft Office 2013 (Word, Access, Excel and PowerPoint)
- Established user of social media – LinkedIn, Twitter and Facebook, with many subscribers

ADDITIONAL SKILLS OR KEY TRANSFERABLE SKILLS

- Choose the skills that most closely match the career area or the job applied for e.g. teamwork, problem solving, analytical skills, customer service, planning and organising.
- **Teamwork** – From your education, work experience and leisure pursuits, pick out the best examples of when you have demonstrated team working skills. Get down to specifics rather than writing at a general level. Pick a key aspect or incident within each scenario that demonstrates the skill, rather than trying to tell the whole story. Write about specific team roles which you are good at.
- **Communication** – Be specific as there are several ways you can communicate e.g. from one-to-one telephone calls to group or individual presentations to audiences of over 100 people. *Be clear about whether you are referring to verbal or written communication skills.*
- **Languages** – Depends on the job and your competency, useful to add but do state the level of your skills

ACTIVITIES AND INTERESTS

Positions of responsibility (could also be written as a separate section)

- *President of the Economics Society* – write down what you do / did and the skills gained.
- *Class / Year Representative* – write down what you do/ did and the skills gained.

Volunteering

- Volunteering experience, e.g. charity fundraising which shows a commitment to a cause can go here. Put in a separate section as above if relevant to the role you are applying for.

Leisure interests (use this section to try to show your personality and enthusiasm)

- Society memberships, outside interests, sports (a section on its own if you are very active in sports and take part at competitive levels but useful to say how often you do something and with whom (county / university / local league).
- Keep details brief but show how the interests enable you to develop as a person

REFEREES

Names and addresses of 2 referees will be made available upon request.

[It is acceptable to put the sentence above but if you have space, give name, title, full address, telephone and email contacts (usually one academic and one employer – but not GPs, friends or family)

Don't forget to ask your referees for permission].