

Namey McName

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Profile

Proactive, responsible final-year undergraduate who has undertaken a relevant internship and is currently secretary of a student society, demonstrating commercial awareness, leadership, self-motivation and flexibility. Seeking graduate trainee position that matches skills and experience.

Education

University of Essex 2009-12

BSc Example Studies (2.1 expected)
Relevant modules include: Module A, Module B, Module C, Module D, Module E and Module F.

Second-year project: taking the role of team leader, I was responsible for allocating tasks and communicating plans and updates to other team members. Worked effectively in our team of five to research and prepare our final report, for which we were awarded 68 per cent.

Sample Comprehensive 2002-09
A-Levels: Subject X (A), Subject Y (B), Subject Z (C)
GCSEs: 9 (A*-C grades) including English and Maths

Experience

Secretary, Cheese Appreciation Society October 2010-present

- Designed and maintained our social media pages to communicate with members.
- Took the lead in promoting society trips and events, including use of digital media.
- Liaised with local cheese producers and travel providers to negotiate the best deals for members for trips, events and products.
- As Secretary, I work effectively in a team with the Society President, the Treasurer and our Students' Union contacts to ensure the efficient running of the Society.

Customer Service Assistant, Big Supermarket December 2009-present

- Further developed and consistently demonstrate excellent customer service skills.
- Identified inconsistencies in staff training procedures that were having an impact on dealing with customer feedback and complaints. Persuaded management to review staff training procedures, which resulted in a more consistent and efficient approach. As a result was given responsibility to contribute to the design of the induction process for new staff.

Things to think about

This CV identifies six main sections. Consider which sections to include and which order to present them in. Not all of them will be necessary. What is most important to emphasise for the job you are applying for? Is it your skills, your education, your profile, or your experience? Think about these sections in terms of building blocks which you can use in different ways.

A common mistake is to have the address and contact details occupy the entire first third of the first page. Is this really the most important thing that you want to communicate in relation to the job? Consider either putting these at the bottom instead, alongside your references, or presenting them in a way that is clear but direct and space-saving, such as this. If you are an international student you should indicate your right to work in the UK status.

Things to think about

Unless you are likely to repeat your covering letter, consider starting your CV with a brief personal statement – 3-5 lines is sufficient. You should tailor this to the role you're applying for to show that your career goal matches the opportunity. Write this section AFTER you have completed the application form (if there is one) so that you can write a clear summary that addresses the person specification. Avoid repeating content that you might include in later sections. Choose an appropriate heading (use the same language that the employer uses in the person specification). Possibilities include: Profile, Personal Profile, Personal Statement or Career Objective. The same principles apply to all sections: use the same language as the employer. Think about the kind of person the employer wants. Show that your ambition and personality matches the role you are applying for. This part of the CV is known as the 'sweet spot'. Do a good job or don't bother! Try to avoid clichés and vague statements like 'I am a good communicator'.

Things to think about

Think carefully about which section goes next, 'Education' or 'Experience'? Make the decision based on which you think is more important to the job. Perhaps a different section should go second?

In the Education section, include your most recent or most significant qualification first with the most detail. If applying for internships it's advisable to include the grades for your first-year modules. You don't need to include full details for pre-university qualifications unless this is specified by the employer. Only include recent or relevant grades eg including marks for a full list of GCSEs or equivalent qualifications at this stage is probably unnecessary.

If you are an international student, you should show your own pre-university qualifications from your home country. Some employers may want to know their equivalence to UK qualifications. You can visit www.naric.org.uk to check this.

Things to think about

Thinking about the role you're applying for, focus on your relevant skills, responsibilities and achievements demonstrated from your experiences, rather than general duties.

Example Chronological CV

Internship, Development Department, The Place Ltd

July-September 2011

- Actively participated in induction and managed my own training.
- Responsible for meeting all the placement targets and objectives agreed with my manager.
- Participated in weekly review meetings, contributing to planning and decision making on projects.
- Gained experience in communicating with people at all levels in the organisation, including meetings and via telephone, e-mail and social networks.
- Participated in monthly team social events which included sporting challenges, team quiz tournaments and a community support day, helping out at a local primary school where I supported a group of pupils interested in tennis to learn the basics of the game.
- Delivered a presentation on my project findings to management and colleagues at The Place Ltd at the end of my internship.

Volunteer, The Anonymous Foundation

October 2009-July 2011

- Gained experience of general administrative duties including dealing effectively with telephone and e-mail enquiries, maintaining records and organising the information area to ensure clients could find relevant resources more readily.
- Communicated and collaborated effectively with the Foundation staff and other volunteers to facilitate the efficient running of the office.
- Took the initiative to produce a monthly staff newsletter to celebrate our achievements and highlight key activities. This has been continued by other volunteers since I left to undertake my internship.
- Improved my IT skills using MS Office including Excel and Access in particular.

Achievements and interests

Fundraising: in my voluntary role at the Anonymous Foundation, I organised a sponsored leg waxing event in the local community centre, including entertainment from a local band and helping with marketing and promotions for the event. It was a huge success, tickets sold out and we raised £2,500 for the charity.

Course Representative: nominated as course representative for Example Studies in my second year and continue in the role this year, acting as liaison between fellow students and academic staff and dealing with any issues arising using effective communication and negotiation skills.

Travel: planned and organised a four week trip for myself and five friends to do a multi-city tour around Europe, including extensive research and planning to source the best value flights and accommodation, and negotiating group discounts for a range of activities we wanted to undertake during our travels.

Sport: I have played tennis since primary school and represented Sample Comprehensive at national level competitions, winning a variety of trophies for the school. Currently an active member of the University Tennis Club and regularly participate in training and tournaments.

References

Available on request.

Things to think about

This section is an opportunity to give the employer a better sense of you as a person, but you should also see it as a chance to further emphasise your suitability for the job. Include interests and/or achievements that are relevant. Give evidence of your initiative and leadership potential, if appropriate. If you mention hobbies, avoid describing them as passive or solitary. For example if you are interested in reading, rather than just state this, elaborate on the genres that interest you and the authors. If you attend a book club or discuss books with others online, perhaps highlight this also.

Things to include

Membership of student clubs and societies and any significant roles of responsibility.

Things to think about

To save space, consider writing 'References available on request' – references are normally considered at a later stage in the selection process, though it is likely that you would be required to include them if completing an application form.