

## 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 BSc Example Studies (2.1 expected) <i>Relevant modules include:</i> Module A, Module B, Module C, Module D, Module E and Module F.	2009-12
Sample Comprehensive A-Levels: Subject X (A), Subject Y (B), Subject Z (C) GCSEs: 9 (A*-C grades) including English and Maths	2002-09

## Experience

<b>Secretary, Cheese Appreciation Society</b> <ul style="list-style-type: none"> <li>■ Designed and maintained our social media pages to communicate with members.</li> <li>■ Took the lead in promoting society trips and events, including use of digital media.</li> <li>■ Liaised with local cheese producers and travel providers to negotiate the best deals for members for trips, events and products.</li> </ul>	October 2010-present
<b>Customer Service Assistant, Big Supermarket</b> <ul style="list-style-type: none"> <li>■ Developed and demonstrate excellent customer service skills.</li> <li>■ Persuaded management to review staff training procedures, as a result was given responsibility to contribute to the design of the induction process for new staff.</li> </ul>	December 2009-present
<b>Internship, Development Department, The Place Ltd</b> <ul style="list-style-type: none"> <li>■ Actively participated in induction and managed my own training.</li> <li>■ Responsible for meeting placement targets and objectives agreed with manager.</li> <li>■ Participated in weekly review meetings, contributing to planning and decision making on projects.</li> </ul>	July-September 2011
<b>Volunteer, The Anonymous Foundation</b> <ul style="list-style-type: none"> <li>■ Gained experience of general administrative duties.</li> <li>■ Improved IT skills using MS Office including Excel and Access.</li> </ul>	October 2009-July 2011

**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 'Skills' 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 e.g. 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](http://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 Skills CV

## Skills

### Communication and Interpersonal

- Gained experience in communicating with people at all levels in organisations while completing internship at The Place Ltd., including meetings and via telephone, e-mail and social networks.
- Delivered a presentation on my project findings to management and colleagues at The Place Ltd at the end of my internship.

### Teamwork and Leadership

- Taking the role of team leader, I was responsible for allocating tasks and communicating plans and updates to other team members for a major second year project. I worked effectively in our team of five to research and prepare our final report, for which we were awarded 68 per cent.
- As Secretary of the Cheese Appreciation Society, I work closely with the Society President, the Treasurer and our Students' Union contacts to ensure the efficient running of the Society.

### Problem Solving

- In my Customer Service Assistant role, I identified inconsistencies in staff training procedures that were having an impact on dealing with customer feedback and complaints. I discussed with management and suggested changes which resulted in a more consistent and efficient approach.

### Time Management

- Throughout my studies I have successfully organised my time to complete all assignments and research, meeting all deadlines, while volunteering, working part-time and participating in a student society.
- As the Team Leader for our second year project, working closely with other team members, I was responsible for ensuring everyone was up to date with our progress and aware of their responsibilities to ensure we met our deadline for submission. We completed one week early.

## 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 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 sourcing the best value flights and accommodation, and negotiating group discounts.
- **Sport:** active member of the University Tennis Club and regularly participate in tournaments.

## References

Available on request.

### Things to think about

Cross-reference your CV with the person specification (or equivalent) and use this section to show the employer you have all the skills that demonstrate you meet their criteria by including any that are not obvious elsewhere in your CV. It's important that, when you state that you have the skills an employer is looking for, you provide evidence of how you have used or developed each skill. The STAR technique is useful for this: give the employer a situation (from previous experience, academic, extra-curricular activities etc), outline your task, summarise the action you took, and state what the result was, or what you learned.

### 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/or authors and e.g. if you attend a book club or discuss books with others online.

### 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.