YOUR NAME HERE

15 Parents’ Road, Home Town, PST CDE 123 Student Road, Term Town, PST CDE

(+44) Home number (+44) Mobile number

Email address *(e.g.* [*firstname.surname@hotmail.com*](mailto:firstname.surname@hotmail.com)*)*

**PERSONAL STATEMENT**  
This section tells the recruiter what type(s) of position you are looking for and should also include a bit about what you bring to the employment situation. Keep it short, focused and to the point. Treat it like a mini cover letter that introduces the reader to your CV.  
*NB: From here on, keep in mind the position(s) you are applying to. Your CV should be targeted towards these in EVERY section.*

“As a recent graduate with a 2:1 in English Literature, I am looking to utilise my excellent communication skills within a fast-paced PR agency. I believe that my meticulous written and verbal abilities, alongside my essay-based degree, will prepare me for a role within this exciting and challenging industry.”

**EDUCATION**

**date/started – date/finished Your Degree/Diploma/Certificate and grade (or expected)**

The college or university you attended

*Relevant/Final year/Core modules:*

* Module/Project name: explain a bit about why it’s relevant (optional), what you learnt about, and why you can use this module/project in the role in question. Include any strong grades too.
* If you did a technical degree, mention any modules that involved specific software or programming languages that might be impressive to the industry you’re applying too.

*Final year project/Dissertation:*

* If relevant to the job, go into detail! It is the largest project you have done during university, so show it off!

*Other modules:* Module name – 73%; Module name – 78% - if your best grade of your degree is not even remotely relevant to your industry, but you want to show it off, present it like this.

**date/started – date/finished A Level/IB/Highers/HND subject/s or equiv. and grades**

The sixth form or college you attended (you can do the same for strong GCSEs)

**TECHNICAL SKILLS**

This section is optional, but very important for sectors that require specific skills (i.e. IT, analytics, engineering etc.). If previously mentioned in education or work experience, mention here too; if self-taught, mention in brackets.

Proficient in:

* **Excel**: pivot tables, macros.
* **SQL**: created a database for the poker society.

Intermediate level:

* **HTML & CSS** (self-taught): built a website using **WordPress** for my sister’s fitness classes.

**RELEVANT WORK EXPERIENCE**   
  
If you have more than one year of full-time work experience you might want to put your work experience before your Education. Put the most recent first. However, if you’ve done a placement, add it first in the list and list the remaining jobs under ‘Other’.

**date/started – date/finished Old Employer Name**,*Job Title*, Location (optional)

In this first, short paragraph introduce the reader to the company and the department/product/area you worked on/with, being sure to mention why it’s relevant. Use no more than two to three sentences.

* If possible, the first bullet point for each position should contain a “success.” We’re looking for a situation where you’ve gone above and beyond in a work situation; grew revenues, saved time and money, won an award, or consistently performed at a superior level. Try to quantify the achievement as much as possible.
* Think about your most important job responsibilities and how they relate to the types of positions you will be applying to.
* Write down four or five of your key job responsibilities.
* Employers are looking for three main things: *Can* you do the job? i.e. Do you have the skills?; Are you motivated to do the job? And do you *get along* with people? i.e. Are you the right ‘fit’ for the company? Can you work in a team?

**Key achievements/projects:**

An optional section in which you can mention achievements for the first time, or just summarise. Only use this section if your work experience is **very relevant** to the job you’re applying for. Also, if it’s this important, it should be on the first page, so you could put this at the beginning of this job.

* Bullet points
* Bullet points

**date/started – date/finished Old Employer Name**,*Job Title*, Location (optional)

The less recent and the less relevant the work experience is, the further down the CV it should go. Mention less about the role to reflect the diminishing importance. Don’t forget to keep it relevant, and capitalise on why this previous employment has, in some way, prepared you for the job you’re applying to.

* Bullet points (if needed)

**OTHER WORK EXPERIENCE**

This section is optional, in case you have work experience in non-sector relevant areas, such as part-time jobs. Make sure to present them in a way that shows off why you’re employable/what you learnt that will prepare you for a graduate job e.g. worked in a team, worked towards sales targets, had impressive responsibilities etc.

**date/started – date/finished Old Employer Name**, *Job Title*, Location (optional)

Just mention the core aspects of the role, and as many of your past roles as you can fit in (i.e. retail, bar work etc.)

**date/started – date/finished Old Employer Name**, *Job Title*, Location (optional)

Remember that it’s all about balance. Do you need to waste 25% on irrelevant work experience? You can save space here if possible.

**(OTHER) SKILLS**

If the job/industry requires technical skills, see above, and then change this to OTHER SKILLS.

* If not essential for your sector, include your skills here. Start with the skills most relevant for the role.
* Use no more than 6 bullet points as each new line has less chance of getting read.
* Use this section to mention any languages you speak and if you have a driving licence.
* If you don’t have a technical skills section, list which software packages you can use here (i.e. Word, Excel).
* If you’ve won awards related to your career or jobs you’re applying for, consider putting them here.
* If you have taken professional development and training courses here’s where they’ll be listed.

**EXTRA-CURRICULAR ACTIVITIES / POSITIONS OF RESPONSIBILITY**

Use this optional section (could also be split into two and moved further up the CV if very relevant to the job) to speak about any achievements/positions you’ve held within societies, clubs, sports teams and even volunteer projects. They can be mentioned briefly to give an outline of your personality, or if relevant to the job/sector, write some brief bullets on each position held:

* *i.e. Leadership Experience: 2 years as Captain of 7-a-side Football Team, during which time we won the league twice.*

**INTERESTS**

This section just shows the reader you have a life! But don’t just say ‘socialising with friends’, use this chance to explain why your interests make you more employable:

* Use bullet points to briefly cover things you do outside of studying or work.
* Don’t simply list things: If you like swimming, say you love swimming because you like to keep fit.
* Present your hobbies differently; instead of saying you like shopping, say you have an interest in fashion.
* Remember to mention achievements, then try and relate them to the job you are applying for.

**References available upon request  
  
Remember:** make sure your CV is **two pages** and **relevant** for the job you’re applying to .