Forename Surname

Location: xxxxxxx Telephone: xxxxxxxxxxx Email: xxxxxxxxxxxxx

Professional profile

Provide a summary of your abilities including detail on the skills and knowledge you have to offer employers, including your educational achievements, work experience, grades, courses and projects. If you have any work placements or direct experience then give an overview here, but if not; simply expand on industry specific knowledge and the transferable workplace skills you have gained throughout your education or time in work, such as communication, teamwork, organisation, planning, IT skills etc. Also, if you have any relevant extra-curricular activities then it's worth touching upon them here.

Work experience

Tip: Be selective with the role you include in first here. Opt for work placements or relevant voluntary work rather than an irrelevant part-time role you may have used to pay your way through university.

mmm yyyy - Present Company Name, Location Role Title

Outline

Give a high-level overview of the role to show how you fit into the organisation and what the overall goal of your role is. 1-3 lines should be enough.

Key responsibilities

- Detail your responsibilities and showcase as much of your skills and knowledge as possible
- Use professional language and show how your duties impact the business where possible
- Give lots of detail in recent roles and less in old roles as you go down the CV

Key achievements/projects

• If possible, try to add some impressive achievements you've made that have had a big impact on the employer or a customer/client

Mmm yyyy – mmm yyyy Company Name, Location Role Title (Keep irrelevant roles brief)

Education and qualifications

- University name Dates attended (from to)
 - Degree subject Classification
 Add some detail on modules, specialisms, projects, papers etc.
- College name Dates attended (from to)
 - **Qualification –** Grade
 - Qualification Grade
 - Oualification Grade
- > **School name** Dates attended (from to)
 - Qualification Grade
 - Qualification Grade

Awards and recognition

- Award and awarding body Date achieved
 Award and awarding body Date achieved

References available on request