**FORENAME SURNAME**

**UK mobile number – email - LinkedIn**

Keep your personal profile three to five lines. Recommend two-three sentences addressing the relevant skills you have compared to the job; then two-three lines about your motivation to do the role/work for the company. Start sentences with an action/doing word i.e., Collaborated with… If you're including a cover letter or struggling for space, you can cut this bit out. Your CV can be one or two pages, max.

**EDUCATION**

**Full Course Name,** *University* Year – Year

* Predicted: 2:1
* *Module title,* % mark: info on what you learnt, tailored to the job.
* Final Year Project: ‘*title’*

*Sixth Form/College equivalent name* Year - Year

* **A levels/equivalent:** Name grade, Name grade, Name grade

*High School equivalent name* Year – Year

* **GCSEs/equivalent:** 11 x A\*- C, including Maths, English and Science

**RELEVANT EXPERIENCE**

**Job Title,** *Company Name*  Year - Year

* Start with a short explanation of what the role is.
* Explain what your actions were/are within the role. Use the advert/job description to help tailor your experience and make it directly relevant.
* Finish with a positive outcome i.e., what you learnt, achieved or positive feedback you received.

**SKILLS**

**SKILL:** write a specific example that evidences this skill.

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**OTHER WORK EXPERIENCE**

**Job Title,** *Company Name*  Date – Date

* Start with a short explanation of what the role is.
* Explain what your actions were/are within the role. Use the advert/job description to help tailor your experience and make it directly relevant.
* Finish with a positive outcome i.e., what you learnt, achieved or positive feedback you received.

**ACHIEVEMENTS**

**Award name/title,** *who awarded it,* date: concise information about what it was for.

**PROFESSIONAL MEMBERSHIP**

**Student Member,** *Name of Professional Body* Year – Ongoing

* What does this involve?

**INTERESTS**

This section can be formatted in a few different ways i.e., like the experience sections, skills section or as a paragraph, like­ your personal profile. Write about the extracurricular things you do/are interested in. Gradcracker have a useful [blog](https://www.gradcracker.com/career-centre/career-coach/10/the-ideal-candidate/295/how-will-joining-a-stem-society-enhance-your-application) on the benefits of talking about being involved in a society.

Employers have said this is a section they may look at first, as they want to see the type of person you are. Employers are moving towards assessing a candidate on their strengths not their experience, as research states an employee that has the right strengths to match the role is the most productive.

If you’re struggling on what to write, research the company’s values/culture, maybe they do lots of team building/corporate responsibility days, think about how you can demonstrate you have the same outlook.

***References available on request***