



Creating Your CV

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Creating your CV

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Purpose of a CV

CVs can be a requirement when applying for jobs, work placements, registering with recruitment agencies or as part of postgraduate study applications. They evidence your suitability, showcasing your relevant transferable knowledge, experience, and skills.

Employers and educational institutions will make their application requirements clear within the job advert or under course application guidelines.

You can also use a CV to contact an employer 'speculatively' to enquire about employment and work experience opportunities.

Don't think of your CV as simply a piece of paperwork to be filled in, instead think of it as a piece of marketing for your knowledge, skills and experience. Your CV is an evidence-based persuasive piece of writing – essentially an advert!

Your CV should be easy to read, with subheadings and a layout that follows a logical order and can be scanned quickly to identify the key elements. If a recruiter can't pick out key information within the first 10 seconds of looking over your CV, then your CV is not fit for purpose.

Types of CV

See some examples of student and graduate level CVs at the end of this guide.

For most student and graduate roles, we recommend either a Chronological or Skills-Based CV.

Chronological CV

Also known as a traditional CV, this concentrates on career development, showing the jobs in sequence with the most recent one first. Under each job, the responsibilities and accomplishments are mentioned briefly.

Skills-based CV

Also known as a functional skill, this CV type presents a person's skills first and foremost, with work history coming further down the document. It highlights relevant skills that the employer is looking for and is a marketing tool with less emphasis on employment history. This type of CV is great if you don't have much work experience yet!

Academic CV

Used when applying for jobs in academia. It serves as a comprehensive list of your educational background, professional appointments, research and teaching experience, publications, grants, awards, fellowships, and other key achievements. This is often longer than other types of CV.

Video CV

Particularly relevant if looking for opportunities in the creative industry, a video CV can be used to showcase your creativity and your skills while presenting yourself professionally. They are often used to supplement a written application and get you noticed in a popular field. Look at the Prospects website for information on how to create a great video CV:

<https://www.prospects.ac.uk/careers-advice/cvs-and-cover-letters/create-a-great-video-cv>

CV layout

Length

The length of your CV may vary depending on the type of CV you choose to use and the expected requirements for your sector.

As standard, it should be 1 full page or 2 full pages of A4 – avoid half pages. Some research suggests the optimum length is between 450 – 600 words. Academic CVs may be longer than this.

Before compiling your CV, research the industry standards for your sector. Be aware that there may be differences in CV formats if you are considering working or studying abroad.

Style

CVs should be typed on a white background with black text - coloured text, graphics and boxes can be used sparingly if appropriate for the role/sector. Be aware that AI screening used by many companies may struggle to read information in images or text boxes.

Your font choice should be professional and easy to read. Times New Roman, Calibri, Arial, Helvetica, and Verdana are safe options. We recommend size 11-12.

Use your name as the title for your CV and don't write "CV" or "Curriculum Vitae". Make effective use of subheadings and put these in bold to stand out against the rest of the text.

If you want to adopt a style that is more creative, ensure that it is not compromising the quality of your content, and that it is suitable for the opportunity you are applying for. Avoid cliches that have been overused – for example don't submit your CV in the style of a cereal box when applying for Kellogg's. Your CV is a representation of how you present official information, so keep it professional.

Headings and order

There is no one-size-fits-all template when it comes to CVs, what you choose to put down or leave off your CV can be interchangeable depending on the job you're applying for. There are some examples at the end of this document to inspire you.

Generally:

Introduction:

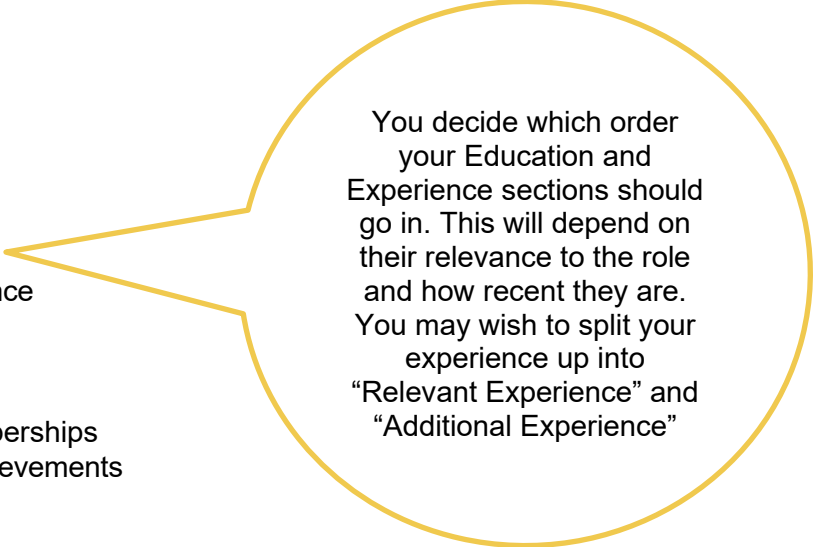
- Name & Contact Details
- Professional Profile

Core Information:

- Education
- Relevant Work Experience
- Additional/Other Work Experience

Optional Extras:

- Skills
- Certificates/Professional Memberships
- Positions of Responsibility/Achievements
- Interests
- References



You decide which order your Education and Experience sections should go in. This will depend on their relevance to the role and how recent they are. You may wish to split your experience up into "Relevant Experience" and "Additional Experience"

Contact details

Include your name, email address and contact number. Use a professional sounding email, preferably with your own name, try to avoid lots of numbers and symbols in the email.

Ensure your details are up to date. An employer may initially contact you via phone/mobile to discuss inviting you for interview. You may wish to include your postal address or general location, but this is less common nowadays.

Consider including the URL to your LinkedIn profile if you keep it up to date. If you use social media for your professional portfolio – such as Instagram – you can include the link in your CV. Make sure your personal accounts can't be traced through these links.

As a rule, you do not need to include personal details such as your age, gender, ethnicity, marital status, disability, date of birth or national insurance number on your CV for UK-based positions. You may be asked for personal information as part of the Equal Opportunity Monitoring Form that accompany application forms, this information will be processed separately to your application so will not influence the recruiter's decision on your application.

You do not need to include a photograph of yourself unless your appearance is directly relevant to the job requirements i.e., actor, model.

Professional profile

Many CVs include a profile. This serves as an introduction to who you are and what you have to offer. We generally advise including 3 key elements:

- 1 – your professional identity
- 2 – some highlighted skills that are vital for the role you're applying for
- 3 – what you are looking for

Your profile should be tailored to the work you are applying for and will therefore change every time you submit your CV. Aim for around 50-80 words presented in a short paragraph – not bullet points. Keep it snappy and focused, you don't need to write in full sentences. See some examples towards the end of this guide.

Education

Make sure you put your most recent studies first and work backwards. Start with the name of your degree, then the name of the institution, then the start and end dates. The underneath in bullet points include relevant details about the skills, knowledge and experience you gained through your modules and projects. Avoid just listing module titles as this only tells the reader about the course, not about you. Don't forget to add your grades – if your grade is pending you can write it as a predicted grade.

If you are currently studying or recently graduated, it's likely you will include your Education section higher up on your CV. As you gain experience over time, your Education section will likely move further down on your CV.

Work experience

With this title you can include paid and unpaid work, or you may wish to have a separate heading covering additional work experience i.e. voluntary work. Remember to start with the most relevant and recent experiences first and be clear with start and end dates. Using succinct bullet points with key action words conveys your skills succinctly to an employer. Do not just list what you have done, instead explain how you did it and which skills you used. Mention successes and achievements to quantify your examples.

Here's an example of how to write professionally with impact on a CV:

What I did:

A weekend job at a local bar/restaurant. Serving customers, clearing tables, handling cash, helping bar staff when it got busy.

How to write about it:

Key info such as job title is easy to identify quickly

Key skills explain how you did your work well – pick skills from the Job Description

Bullet points with key action verbs are used effectively

Results and impact are quantified where possible

Waiting Staff

Bob's Bar and Restaurant

Aug 2023 – present

- Collaborated effectively as part of a team in a busy restaurant serving over 300 customers per evening. Helped to train and support new staff using proactivity and initiative.
- Used excellent customer service skills and attention to detail to ensure orders were taken and delivered quickly and accurately. Awarded Bob's Customer Service Award Jan 2024.
- Worked flexibly, as required, between bar and restaurant to ensure high service standards were maintained at peak periods.

Skills

You can include a section on relevant skills that match the requirements of the job you are applying for. A Skills section is particularly useful if you don't have much experience yet. If you do have relevant experience, we recommend incorporating the key skills into the descriptions of your experience, as shown in the example above.

Do not just list key words or make general statements. Use positive action verbs and adverbs and explain when you have demonstrated these skills.

Interests

You can use your Interests section to show skills that you have developed or are using that may be relevant. Make sure these are relevant to the job, if they aren't, remove them. Interests such as going to the gym or watching TV should not be included in a CV.

References

Contact details for referees are not needed at application stage, you can simply write "References Available Upon Request" but don't worry if you don't have space for this.

Top Tip:

When saving your CV, make sure you use your name on the CV attachment. It's better to avoid spaces in file names, use hyphens or underscores instead. If you have used a template, make sure the template name isn't in your file name.

Good: Jane_Doe_CV

Bad: Grey Template Resume

CV checklist

Do	Don't
<p>Always TARGET your CV to each job. Research the requirements needed on a CV for your chosen sector.</p> <p>MATCH the skills you have to the skills the employer is looking for.</p> <p>Make it EASY TO READ by choosing a suitable font and size.</p> <p>Choose a consistent LAYOUT & FORMAT that will attract an employer's attention and isn't overcrowded.</p> <p>Use concise LANGUAGE and effective BULLET POINTS to convey your information succinctly.</p> <p>Pay attention to GRAMMAR and SPELLING: your CV may not get through to the next stage if there are mistakes. Use UK Spellchecker, not American English.</p> <p>Give SPECIFIC EXAMPLES to illustrate your skills and quantify your results.</p> <p>Get someone to CHECK over your CV before submitting your application. Use CareerSet to check it instantly.</p>	<p>Don't lie or exaggerate. Doing so could result in a job offer being rescinded.</p> <p>Don't use the same CV for all your applications – personalise!</p> <p>Don't write "curriculum vitae" at the top of your CV.</p> <p>Don't use jargon or abbreviations that will confuse the reader.</p> <p>Don't write long descriptive sentences; keep them short and to the point.</p> <p>Don't be overly humble. Avoid false modesty and drawing attention to any negative elements.</p> <p>Don't leave big gaps in your history as this can make you look unreliable</p> <p>Don't include a photograph unless you are applying for a job in the modelling or acting professions!</p> <p>Don't use AI to write your CV for you. You can use it to help but make sure you check it thoroughly as it's prone to make mistakes.</p>

Selling yourself

REMEMBER: Before you type out your CV, it's important to reflect on your skills and experiences and how they evidence your suitability for the role or learning opportunity.

Look at the job role requirements (in bold) in the example below:

Applicants should be **organised** individuals with a desire to **learn and develop** in the field of sales and marketing. No experience required, as full training will be provided, but applicants must have a **can-do attitude**, be able to **meet deadlines and targets**, and to **work under pressure** with a range of stakeholders. Applicants should also be good **team players**, have the ability to **communicate** with people at all levels, with sound **administrative** and **IT** skills.

Document your evidence and subsequent transferable skills

This may not be the final version of the examples you choose to use on your CV, but a table, chart or mind map can provide a good framework to help you to think about relevant examples. The table below shows how you can start to map out your experiences and attributes to the required job competencies.

Skills	Evidence
Desire to learn and develop	<ul style="list-style-type: none">• Developed relevant skills and knowledge by undertaking a professional skills module which incorporated psychometric tests, presentations, study skills and mock interviews.• These activities have helped to further develop my employability skills and desire to learn.• Committed to 6 weeks of professional training before becoming a Volunteer Mentor. Training covered what it is to be a mentor, child protection and safeguarding, e-safety and literacy and numeracy tests.
Can-do attitude	<ul style="list-style-type: none">• Helped to form a new student society.• Promoted and marketed the society and gained over 20 new members.• Developed a varied programme of social and fundraising focused events, which raised over £1000 for the Society.
Able to meet deadlines and targets	<ul style="list-style-type: none">• Achieved monthly sales targets in my part-time job by the upsell of products.• Met multiple assignment deadlines throughout my studies by using Outlook and Gantt charts to plan my schedule.
Administrative, IT and social media skills	<ul style="list-style-type: none">• Experienced user of MS Office Suite such as Excel to collate data analysis for my dissertation. Confident in the use of social media platforms such as LinkedIn.• Responsible for handling the Facebook and Twitter feeds for the Business School Student Society.

Writing for impact

The language you use within your CV is important. Note the writing style within the points of evidence below begin with positive verbs e.g. 'developed', 'promoted', 'completed' etc. These convey your actions and contributions in a positive light to the employer reading your CV. Listing skills without evidence is not effective. Avoid starting sentences using the first person (I, me etc.)

Useful phrases

More than x years extensive and diverse experience in . . .	Initially employed to/joined organisation to specialise in . . .
Demonstrated skills in . . .	Experienced in all facets/aspects of...
Extensive academic/practical background in...	Promoted to . . .
In charge of implementing . . .	Proven track record in . . .
Knowledge of...	Experience involved/included . . .
Extensive training/involvement in . . .	Successful in/at developing . . .
Constant interaction with . . .	Reported to senior management when . . .
Provided technical assistance to . . .	Disseminated results of analysis . . .
Worked closely with . . .	Instrumental in . . .
Succeeded in . . .	Good knowledge of . . .
Planned and managed . . .	Supported customers/colleagues with . . .
Initiated financial savings by . . .	Researched, assessed and synthesised. . .

Useful action verbs

Achieved	Established	Liaised	Solved
Accomplished	Exceeded	Led	Specialised
Adapted	Facilitated	Managed	Supervised
Addressed	Formulated	Maximised	Tested
Awarded	Generated	Negotiated	Trained
Built	Guided	Networked	Transformed
Collaborated	Honed	Organised	Upgraded
Communicated	Identified	Oversaw	Undertook
Co-ordinated	Improved	Planned	Utilised
Created	Increased	Produced	Verified
Delivered	Influenced	Pioneered	Visualised
Designed	Joined	Refined	Volunteered
Directed	Kick-started	Revamped	Won
Enhanced	Launched	Secured	Wrote

Check your CV

Want to check your CV before sending it off? – Use CareerSet

Once you have a CV ready, we recommend that you login to CareerSet – an online platform that uses Artificial Intelligence technology to score your CV and generate constructive feedback, based on dozens of key criteria that recruiters and employers are looking for. It is available 24 hours a day, 7 days a week and provides instant feedback.

Use CareerSet to check your CV now, by using [this link!](#)

Finally, before sending off your CV:

Are you happy that your CV meets the requirements of the job specification?

Are you sure there are no grammatical or spelling errors?



If you have answered yes to the questions above, it is time to send off your CV. Generally, it is good practice to send a Covering Letter or email with your CV, outlining your reasons for applying for the opportunity. Please see our Cover Letter guide for information on this.

And remember that each time you apply for a job using your CV you will need to adapt and target it to the job you are applying for

Further support

For further advice please [attend a Workshop](#) or please [attend a Careers & Enterprise Drop-in](#). Check the website for more info, locations, dates and times.

Example CVs:

Graduate Level Skills-focussed CV

Jane Watson

■ Tel: 07111 11 11 11 ■ Email: J.Watson@edu.salford.ac.uk ■ www.linkedin.com/in/jane_watson

PROFILE

Construction Project Management Graduate with industrial placement experience as a trainee project manager and over three years' employment in customer care roles. Excellent communication and interpersonal skills, ability to work to a high standard and meet deadlines. Seeking a Graduate Construction Project Management opportunity.

SKILLS

Communication: Excellent communication skills, both verbal and written. Demonstrated these as a course representative whilst at University. Excellent negotiating capabilities as my role involved listening to the needs of students and advocating at meetings with the Dean of Students, academics and professional services staff.

Whilst at Manford Housing Trust, built successful working relationships with colleagues and also presented redevelopment project updates to stakeholders.

Interpersonal: Demonstrated the ability to work well with other people having worked closely with the local Youth Network and as a student course representative and member of the student volleyball society; able to build a rapport with individuals from all backgrounds.

Teamwork: As team leader and project manager on a multidisciplinary project in my final year at university, responsible for co-ordinating, monitoring and evaluating the progress of team members to achieve our common goal. By resolving conflict, delegating tasks and using Gantt charts to chart our progress, motivated team members and we achieved an overall 1st class mark.

Problem solving / Initiative: Created spreadsheets and a database driven system to identify and minimise risk on a prominent city centre redevelopment project whilst on industrial placement, with particular emphasis on turnaround times and cost savings.

Information Technology: Competent user of all MS packages (Word, Excel, PowerPoint & Project), email programs such as MS Outlook and experience in MS DOS based programs including Citrix and VBA in my employment at the Co-operative. Demonstrated flexibility and drive to learn new software packages having aided a colleague to develop a website.

PROJECT MANAGEMENT INDUSTRIAL PLACEMENT

Trainee Project Manager, Manford Housing Trust, Manchester, Sept 2018-April 2019

- Key duties involved collating information and writing project reports for management and delivering updates to stakeholders.
- Attended meetings with clients to address issues and enhanced technical and industry awareness via inspections of buildings and working on projects alongside Surveyors, Engineers and Architects.
- Key projects included: Salford Shopping City, Manchester Arndale, Salford Council Refurbishment and Radisson Blue Hotels in Prestwich.

OTHER WORK EXPERIENCE

Customer Debt Advisor, Co-operative Plc, Manchester, May 2016-Aug 2018

Managed and analysed customer bank accounts. Problem solving was a major element of this role as I was required to consolidate debts and create payment management schemes with clients. The job greatly improved my communication skills, negotiation skills and influencing others in a positive manner. This role provided an immeasurable understanding of the banking industry and an ability to meet targets as part of my team's overall objectives.

Customer Services Advisor, Co-Operative Customer Services, Manchester, July 2015-April 2016

Provided excellent customer service and care in relation to customer accounts. I processed payments and arranged balance transfers. This role enhanced my ability to organise my time efficiently and deal with people tactfully. Demonstrated the ability to work under pressure with high call volumes as a persistent and tenacious sales advisor. The role also involved converting initial queries into sales of insurance and protection products on behalf of Co-operative Insurance.

EDUCATION

**June 2019
-Sept 2015**

**BSc Construction Project Management (with Industrial Placement),
University of Salford**

Accredited by the Chartered Institute of Building (CIOB) and the Royal Institution of Chartered Surveyors (RICS).

Classification: 2:1 with Honours

Modules: Procurement and administration, construction process management, lean and offsite production management, project management, construction law and dispute resolution and multidisciplinary projects.

**May 2015
-Sept 2013**

Nantwich Sixth Form, Cheshire

A-levels:

Information Communication Technology (A), Business Studies (B), Psychology (B) and Law (B)

**May 2013
-Sept 2008**

Nantwich High School, Manchester

9 GCSEs Grades A-C including Business Studies (A), IT (A), English Language (B), Mathematics (C), English Literature (B) and French (C).

ACHIEVEMENTS

Member of the Winning Women's Volleyball team at the University of Salford Varsity Tournament, competing against the University of Chester, 2016.

Vice-Chancellor's Excellence Scholarship, University of Salford, 2013.

INTERESTS

Tennis, Skiing, and Volleyball are my leisure activities, combined they have taught me self discipline, working well with others and attention to detail.

Example: Master's Level CV

Zarah Jamill

29 Flitdown Drive, Swinton, Salford, M27 000

Contact number: 078 000 222 00 Email: zarah.jamill@outlook.co.uk

PROFILE

- MSc International Business student.
- Extensive commercial awareness developed through previous job roles as well as substantial marketing experience through my role at The Language School in Barcelona.
- Currently looking for a placement opportunity to develop and fully utilise my employability skills in the marketing sector.

EDUCATION & QUALIFICATIONS

2019 – Present The University of Salford

MSc International Business: Key modules include: Strategic International Business Management, International Financial Management, Marketing International Business, Global Supply Chain Management

2013 – 2016 The University of Liverpool

Law Degree (LLB): (2:2) Key modules include: Criminal Law, Contract Law, Human Rights Law, European Union Law, Criminal Evidence, and Banking Law

2011 - 2013 Barron Sixth Form College, Salford A-Levels:

Law (A), Biology (A), Maths (B), General Studies (A)

2006 – 2011 Downdale Secondary School, Salford

12 GCSEs at A*- A (including English, Maths and Science). Position of Responsibility: **Head-Girl** (07-08)

RELEVANT BUSINESS AND MARKETING EXPERIENCE Sep 2018- Sep 2013, Sales Executive at Insure, Gibraltar

Consistently hit targets every month, showing a strong capability to work under pressure within strict time restraints. Using Excel and CRM, built relationships with major insurance companies and private customers to identify and organise suitable life insurance cover. Developing market strategies, typically via email or social media, to target specific customers, turning sales leads into fully-fledged customers.

Oct 2017 -July 2018, Sales Assistant at Next plc, Manchester

Served customers at the till, processed payments and provided information on products and prices. Involved in the upsell of items and add-ons to purchases. Resolved customer complaints or passed them on to a manager.

2016 – 2017, English teacher at The Language School, Barcelona

Joined this small start-up company prior to launch and was involved in the initial marketing strategy. It was my job to build and oversee the company Facebook and social media platforms to optimise our online presence in attracting new customers. Assisted in the creation of promotional flyers which we used as a further marketing technique. Taught English conversation and grammar to children and adults, often with a specific focus on Business English. OTHER EMPLOYMENT Oct 2017 - July 2018, Barmaid at The Local Lakes, Cumbria

Provided a high standard of customer service by waiting on tables, working at the bar when required and ensured customer satisfaction in general.

2014–2016, Officer Cadet at Liverpool University Officer Training Corps, UK

Completed the Military Leadership Development Programme Module 1. Partaking in military exercises both in the UK and abroad, adventurous training and community projects.

Gained many transferrable skills such as self-awareness, leadership foundation skills, decision-making techniques, presentation skills, first aid and navigation.

KEY SKILLS AND ATTRIBUTES

Communication:

- Learned to communicate clearly and concisely whilst teaching English to Spanish students.
- Successfully built and maintained ongoing working relationships with clients through effective communication and negotiation through my role as a Sales Executive.
- Working as a sales assistant for Next allowed me to deal with a wide range of customers from advising through to handling customer complaints in a diplomatic and effective way.
- During my time as an officer cadet, led a number of military exercises which allowed me to develop both communication and leadership skills.

Organisation and Time Management

- As university Netball Captain I was responsible for organising team practices, matches and many social team activities.
- As a Sales Executive it was necessary for me to setup several meetings with potential clients throughout each week. This required me to be able to plan my time to maximum efficiency.

Commercial Awareness

- Managed and analysed customer interactions with the goal of improving business relationships with customers.
- Acted as an intermediary between the customer and the underwriter, negotiating the best deal for the customer at Insure.
- Acquired new clients through marketing campaigns, offered a personalised service in order to win accounts against competitors, and effectively managed the customer life cycle.

OTHER SKILLS

Proficient in MS Office applications and Intermediate level of Spanish both verbal and

written and take weekly lessons. Fluent in Urdu. Full UK Driving Licence (attained December 2010).

INTERESTS

Play netball for the university alongside salsa classes and knitting. I enjoy hiking in the Lake District and I am currently training for the 'Lyke Wake' 40 mile walk across the North York Moors.

Example: Hybrid or Functional skills CV

Richard Appleton

Flat A1 Billbrook Common, 35 Batley Lane, Salford, Manchester, M6 1FU
Mobile: 07794 123456 Email: r.appleton@gmail.com

Personal Profile

Recently graduated with a First Class Honours Degree in Media & German with Business and am now seeking to develop a career in training & development.

Relevant Skills

Communication:

- Learned to communicate in a clear and concise manner when teaching English to fellow employees at Deutsch-Englischen in Berlin.
- Negotiated confidently with prominent university decision makers to resolve issues related to resources and teaching whilst employed as a Student Liaison Representative, and also produced a cohesive end-of year written report.

Organisational & Timekeeping:

- Trusted by Tesco's management to plan my sections effectively when supporting bi-annual warehouse reorganisation & always completed on-time for catalogue launch.
- Managed my workload at university by listing deadlines and planning to complete work around employment and volunteering commitments.

Research:

- Conducted market research to develop an effective advertising campaign for a local charity within their budget of £500, commended for innovation.
- Investigated the impact of the Internet on the Services Industry for my final year essay and was awarded a 1st.

Teamwork:

- Participated in an Army-led Teamwork & Leadership day where I encouraged all team members to get involved by seeking consensus on how best to complete our set objective and negotiating division of tasks to enable us to work efficiently.
- Trusted by the class teacher to support supply teachers with classroom activities, admin and unfamiliar procedures when I recently volunteered for 6 months at a local primary school.

Education

2009 - 2013: **The University of Salford**
BA (Hons) Media and German with Business (**First Class Honours**)

2006 - 2008: **Preston College**
A-Levels: English Literature (C), English Language (C), German (B)

2003 - 2008 **Saint Peters School, Preston**
9 GCSE's: 5A's and 4 B's, including English, Maths and Science

Employment

Sep 15-Jun 16 Student Liaison Representative, University of Salford.

Resolved a number of student issues by collaborating with key university decision makers in a confident, assertive and constructive manner and raised issues to School or Faculty level when necessary.

Sep 14-Aug 15 English Teacher / Office Assistant, Deutsch-Englischen

During the sandwich year of my degree I worked for a German engineering company where my main duty was to prepare and teach English lessons to fellow employees. I also translated documents from German into English. I became proficient with many SAP transactions, and with the company's internal software, which I used to upload all documents, for internal worldwide use.

Oct 13-May 14 Part-time Customer Service Advisor, Tescoburys, Salford.

I maintained a high level of customer service by taking the time to help customers find the perfect outfit or size. Management quickly trusted me to contribute to visual planning, enabling me to demonstrate my creativity and initiative.

Nov 12-Oct 13 Weekend Supervisor, Card Factory, Salford.

This role developed my perseverance and leadership skills, and I enjoyed making important decisions in a fast-paced environment, handling customer queries and motivating the team. I also supported till-reconciliation and banking, stock replenishment and warehouse re-organisation as required.

Work Experience

Oct 13- Mar 12 Volunteer TA and Reading Helper, Salford School

I worked alongside a Year 3/4 primary school teacher to provide literacy and numeracy support. Familiarised myself with school policies - behaviour management procedures and learning objectives, and also supervised a group of 5 pupils on a trip.

Other Skills and Experience

- Computer literate and am currently enhancing skills and knowledge in using social media to support marketing campaigns.
- Possess clean current driving licence.

Volunteering

2014 – Mentored two international students.

2012 - Taught in a primary school in Ghana, Africa for 6 weeks during my gap year.

2010/11- Won a Lancashire County Council Young Achiever award for a year of volunteering at a care kitchen project for the homeless.

Interests

Travel: I spent a year living in Berlin and aim to visit India, New Zealand and Cambodia.

Example: Recent Graduate CV

Oliver Allan

Address: 14 Flower Street, Kings Heath, Birmingham, B14 8XX

Tel: 0121 123 4567 Email: o.allan.student@student.salford.ac.uk

- Achieved a 2:1 Degree in Computer Science and Information Systems.
- Completed an industry-based data security placement with Boots Plc.
- Seeking a Graduate Network Security Analyst opportunity.

EDUCATION & QUALIFICATIONS

2016-2019 University of Salford. BSc (Hons) Computer Science & Information Systems with Sandwich Placement (2:1)

Modules: Systems Analysis, Programming Methods, Networks, Artificial Intelligence, Web Development, Databases and Software Engineering.

2014-2017 Eric Watson College, Birmingham

A-Levels: Computer Science, Mathematics, Geography and General Studies

2009-2014 Maryhill High School, Birmingham

9 GCSEs: Grades A to C including Mathematics, English and Science.

RELEVANT WORK EXPERIENCE

2018-2019 Data Processing Assistant, Boots

- Co-ordinated work on drawing up specifications for a new database system and web interfaces.
- Planned the required work for myself and one other person to ensure target deadlines were met. Trained other staff in the operation of the new packages.
- Analysed information requirements and designed and built web based forms and questionnaires to feed information into the database

TECHNICAL SKILLS

Good knowledge of JAVA, C++, HTML, Oracle, Firewall and security systems. Proficient in the use of MS Office applications: Access, Excel, Word and PowerPoint as well as Prezi for presentations.

SKILLS

Problem Solving	When undertaking analysis of data requirements for the new database at Boots, there was very little common ground emerging from users. I presented a number of solutions and asked users to rank them. As a result, one of my solutions was taken forward for implementation.
Customer Service	Working with a variety of customers at Asda helped to enhance my effective communication and listening skills, which I demonstrated by having a positive and friendly manner at all times.
Time Management	Whilst on placement at Boots, I had to plan and manage work for myself and one other person. I used Outlook calendar and Google docs to map our project schedule and share documents. This ensured that deadlines were adhered to.

OTHER WORK EXPERIENCE

Summer 2017 Administration Assistant, Birmingham City Council

Successfully organised this period of vacation work during which I provided administrative support to the planning team overseeing the Town Hall renovations. I gained valuable experience in planning and organising. I also demonstrated communication, teamwork and problem-solving skills.

2014 – 2016 Sales Advisor, Topman, Birmingham

Responsibilities included helping customers navigate the store, answering questions about products and promoting sales items.

2013 – 2014 Youth Mentor, Mentor-Me Youth Organisation, Birmingham

This was a voluntary role helping to support students struggling with studies and confidence issues. I supported study sessions and activities such as bowling, arts sessions and go-karting. I developed my communication skills and ability to work with others.

ACHIEVEMENTS

At University I was a Member and Treasurer of the Pay-It-Forward Club. I managed funds of up to £3,000 per year. I planned food collections, charity clothes swaps and two sponsored treks on the Pennine Way and raised over £1,000 for local homeless charities.