**FULL NAME**

MOBILE NUMBER | EMAIL ADDRESS | LINKEDIN PROFILE

**EDUCATION AND QUALIFICATIONS**

**UNIVERSITY, DEGREE TITLE, DATES**

* Predicted grade (if applicable) (percentage and classification)
* Individual modules and grades

**SCHOOL NAME, LOCATION, DATES**

* A Levels: A Level 1 (Grade); A level 2 (Grade); A Level 3 (Grade), etc.
* GCSEs: Number of GCSEs (Grade range), including Mathematics (Grade) and English (Grade)

**RELEVANT WORK EXPERIENCE**

**JOB TITLE, COMPANY, LOCATION, DATES *(e.g. Spring Week or Summer Internships)***

*(One line summary of what the company does if not well known)*

* Key achievement/responsibility 1 - include skills you’ve developed & use specific examples
* Key achievement/responsibility 2 - include skills you’ve developed & use specific examples
* Key achievement/responsibility 3 - include skills you’ve developed & use specific examples

*🡪 Tip: If you have attended multiple Spring Weeks or Insight Days, you do not need to list them all. List key examples and summarise what you learnt from the experiences.*

**OTHER WORK EXPERIENCE *(i.e. part time roles you’ve held at university) (List the most recent first)***

**JOB TITLE, COMPANY, LOCATION, DATES**

*(One line summary of what the company does if not well known)*

* Key achievement/responsibility 1 - include skills you’ve developed & use specific examples
* Key achievement/responsibility 2 - include skills you’ve developed & use specific examples
* Key achievement/responsibility 3 - include skills you’ve developed & use specific examples

*🡪 Tip: Start each bullet point with a powerful and persuasive word, such as “enhanced”, “developed”, “improved” or “increased”, followed by the skill or ability you demonstrated in your role and an example as evidence.*

*🡪 Tip: Tailor your CV by signposting the key skills that the employer is looking for on their website or job description.*

**EXTRA CURRICULAR ACTIVITIES AND POSITIONS OF RESPONSIBILITY**

**SOCIETY/ORGANISATION, POSITION, DATES**

* Key achievement/responsibility 1
* Key achievement/responsibility 2

**SOCIETY/ORGANISATION, POSITION, DATES**

* Key achievement/responsibility 1
* Key achievement/responsibility 2

**SOCIETY/ORGANISATION, POSITION, DATES**

* Key achievement/responsibility 1
* Key achievement/responsibility 2

**AWARDS, SKILLS OR EXTRA QUALIFICATIONS *(DEPENDANT ON WHAT YOU’VE DONE)***

**AWARD** *Brief explanation*

**EXTRA QUALIFICATION** *Brief explanation***SECTOR SPECIFIC EVENTS ATTENDED***Brief explanation*

**IT SKILLS** *Programmes related to your role e.g. Word, Excel, and PowerPoint*

**LANGUAGES** *Only list if fluent or native tongue*

**INTERESTS**

*Briefly list any interests.*

**REFEREES**

*References are available upon request.*