

## Full Name

Phone Number / Address / Email

## EDUCATION

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**University Name, Dates (example: King's College London, 2014 – 2017)**  
Degree Title and Grade (example: BA. English Literature, 2.1)

**College or School, Dates**  
A Level Grades (example: English (A) French (A) and History (B))

GCSE Grades (example: 11 A-B GCSEs including English (A) and Maths (B))

## EXPERIENCE

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### Company name, Location

Job Title, Month/Year – Month/Year

- Main achievements/results and responsibilities, then skills gained
- Keep concise
- Also include volunteering experience in the same format

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## SKILLS

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- Include IT skills, for example: Office, Excel (Pivot tables), Google Analytics, Salesforce, WordPress, Adobe Photoshop (advanced) and Illustrator (basic)
- Spoken languages, for example: Spanish (fluent), French (Intermediate)
- Other stand out skills or strengths, keep concise

## ADDITIONAL INFORMATION

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- Add any additional information that you think may be relevant to your application
- Keep CV to one A4 page, so don't add if not relevant or doesn't fit
- Include here any publications/examples of writing work/portfolio links/blog links if necessary
- Interests or personal achievements

## Do

- ✓ List your work experience and education in **reverse chronological order**
- ✓ **Add dates** for work experience (month/year – month/year) and for education (year-year)
- ✓ Keep your CV to **one page**
- ✓ Keep your CV **concise and relevant**
- ✓ Include **contact details** (phone/location/email)
- ✓ Include your A level and degree grades
- ✓ Include any supportive information, for example portfolio or blog links
- ✓ **Check your CV** for spelling mistakes, inconsistencies and random capital letters
- ✓ Fill in any CV gaps (for example if you went travelling)
- ✓ Include IT skills, languages and proficiency
- ✓ **Sell yourself** – include specific skills and achievements (for example: Increased Facebook following by 40% and total Facebook reach by 60%” instead of “Ran company’s Facebook and Twitter accounts.”)

## Don't

- ✗ Include **irrelevant information** (for example: primary school education, all degree modules, ‘references available upon request’)
- ✗ **Waffle** – keep to what is relevant to your application
- ✗ **Write paragraphs**, bullet points are best
- ✗ Include lengthy personal statements, 2 lines is best
- ✗ Include graphics/charts/images/logos, unless a graphic design CV or similar creative role
- ✗ Use fonts or colours that make your CV harder to read, clarity is best!
- ✗ Try to stay away from just **listing generic skills** (e.g. time management and organisational)
- ✗ List every single GCSE grade – 11 A-B GCSEs including English (A) and Maths (B) is fine!

*Work Experience*  
TEAM MANAGER

No

**Work Experience**  
• Team Manager

Yes