

YOUR NAME

PROFILE

A profile is a short introduction to your CV. Explain who you are and why you are interested in the scheme.

This should be no longer than four sentences.

PREVIOUS EMPLOYMENT

- Give start and end dates.
- List key responsibilities and achievement

EDUCATION

- Put your most recent qualifications first.
- Haven't finished your degree? Add predicted grades or any grades achieved so far.
- Mention any modules or projects that are relevant to the scheme.

KEY SKILLS

Draw up a list (in bullet point form) of your key skills + strengths.

For example

- Work efficiently, individually and as part of a team
- Excellent written and verbal communication skills

Google Analytics



Microsoft Office



MAC OS X



Copywriting



CONTACT

Email:

Phone:

Website:

REFERENCES

Have references prepared, so if an employer requests them, you can send the details immediately!

INTERESTS

What do you do outside of work? Include extracurricular activities that are relevant to the scheme and display your skills, such as sports teams and societies.