Anatomy of an **ATS Friendly CV**

Summary

3 things to include:

- 1. Your relevant experience (degree and/or work experience)
- 2. Which role(s) you are looking for
- 3. Your right to work in the UK (only if you are on the graduate visa)

Work

Experience

Title | Company Name

Dates | Location

outline:

Built).

Use bullet points to

· Your Impact - use

What you did

numbers to

quantify (e.g.

reduce stock

Tip: Start with strong

action verbs (e.g. Led,

shortages by 50%)

Name

Write your First Name & your Last Initial e.g Akshay K.

Name

Email: yourmal@gmail.com | Mobile: +441234567880 | Linkedin: www.linkedin.com/yourhandle | Address: City, UK

Having recently graduated with a lat Class Honours in MSc Management from University College London and worked in 3 Sales roles, I am actively seeking opportunities as a Sales Development Representative. I have the right to work in the UK.

EDUCATION

MSc in Public Policy and Management, 1st | King's College London | UK | 2022 - 2022

- Modules: Economics (lst), Research Methods in Public Policy (lst), e-Services in Marketing (lst)
- Dissertation: Impact of Luxury Goods Taxation on Socioeconomic Inequalities (Distinction)

BA in Arabic and French, let | University College London | UK | 2017 - 2021

- Modules: Arabic & French languages and literature; Political Economy
 Year abroad in Jordan (Arabic at Quid institution) and France (French at Jean Moulin Lyon 3)

WORK EXPERIENCE

Sales and Investor Relations Analyst | IDEAGlobal | August 2023 - October 2023 | London, UK

- Utilised cold-calling strategies to sell investment opportunities, resulting in an 11% growth in revenu
- identified strategic investment opportunities in FinTech start-ups leading to a C3.5 million investment. Maintained relationships with client accounts by offering unique finance solutions for 6 clients that increased average revenue by 10% in 3 months

Sales and Account Manager | fust Gifts | September 2020 - August 2022 | Mumbui, India

Recommended procurement strategies to -40 clients monthly which led to a 30% increase in revenue

- Trained -45 team members to use financial tools such as Quickflooks and Microsoft Office leading to 90% utilisation of financial tools
- Developed 20+ comprehensive financial reports to sid the Sales team in attracting 1000s of leads
- Conducted industry analysis to identify business development growth areas for clients, which increased average revenue by 15%

Audit Associate | Deloitte | August 2017 - March 2018 | Mumbai, India

- Preparing reports, presentations, and proposals for 13 clients monthly

 Evaluating the internal control systems of clients to ensure the effectiveness and reliability of their financial processes which resulted in increased investments by \$2%

EXTRACURRICULAR ACTIVITIES*

- International Student Ambassador led campus tours of -20 and held talks to promote university
- Media Secretary increased the sales of club merchandise by 50% by launching promotional offers
- Treasurer Fundraised £5000 to help fund events
- Vice President Led a team of 200 members ensuring a 9.5/10 satisfaction score

LANGUAGES, SKILLS AND CERTIFICATES

- Languages: English (native or advanced proficiency), Spanish (intermediate proficiency)
- Skills: Google Analytics, SEO, SEM, PPC, Hubspot, Knowledge of HTML, CSS, and JavaScript Certifications: Google Analytics Certification, Facebook Blueprint Certification

Beferences Available on Request

Contact Details

Mention your Email. Phone Number, LinkedIn URL and Address.

Education

Include 2-3 relevant modules (max) & dissertations. Only mention your grades if they are above 2:1.

Extracurriculars

These could be:

- Volunteering projects
- · Competitions / hackathons
- · Courses / virtual internships
- · Startup / initiative / business project

Languages

Always include English + your proficiency in each language.

Certifications

Include certifications relevant to your target jobs (e.g. Google Analytics Certification).

Skills

Include any relevant skills that come up frequently in Job descriptions (only include hard skills (e.g. Python, SQL).