YOUR FULL NAME (bold/font size 14)

Your full address and postcode **OR** Bradford based but flexible on location (address now optional)

Mobile: 07777 111 222   Email: use a professional sounding email address

LinkedIn: url address   Full/clean driving licence *(useful if driving is a requirement of the job)*

PROFILE AND OBJECTIVE *(this section is OPTIONAL)*

Only 4 to 5 lines (maximum), written preferably in 3rd person (not starting each sentence with 'I'). When these work, they can be highly effective but when they don't, they can be indecisive and vague, without meaning and a waste of space! If you want to include one, make sure it is effective and sells you successfully. Include personal qualities, skills and personal strengths and make sure your claims are specific and substantiated! Make sure it's targeted to the job and to the company. ***[Can be written in bullet points]***

EDUCATION AND QUALIFICATIONS *(apply reverse chronological order – latest first!)*

University of Bradford   **2023 – 2026**
BEng (Hons) Software Engineering (your exact course title)   **1st Year Average: 68%**

- ***University Projects** – see section below.*

- ***Key Modules (2nd Year – current)** – Name of Module; Name of Module; Name of Module; Name of Module; Name of Module; Name of Module [No marks/grades yet as you are currently doing these modules]*

- ***Key Modules (1st Year)** – Name of Module (78%); Name of Module (67.6%); Name of Module (65.6%); Name of Module (60%); Name of Module (60%); Name of Module (55.7%)*

Name of School, Town/City/Country   **Year – Year**
GCE A Levels (or equivalent):   Subject (Grade), Subject (Grade), Subject (Grade) and Subject (Grade)
GCSEs (or equivalent):   9 subjects (grades ranging from 5-8) including Maths (7), English (6) & ICT (8).

TECHNICAL / IT COMPUTING AND SOFTWARE SKILLS *(highly recommended section)*

- Name the specific packages and ***indicate your level of competency and rank them in order of importance to role applying for***! *The following are examples only:*
- Great knowledge of Java and its packages such as Swing, JDBC and JUnit.
- Understanding of Java Spring framework, Spring MVC, Maven
- Experienced in Object Oriented Programming, Unified Modelling Language and Git.
- Worked closely with MySQL, InnoDB and phpMyAdmin.
- Ease of using HTML, CSS, JavaScript and JQuery.
- Familiar with operating systems such Windows and Linux.
- Proficient in all Microsoft Office products (Word, Excel, PowerPoint, Visio, Access) and IDEs such as Eclipse and IntelliJ.

UNIVERSITY PROJECTS *(highly recommended section)*

If you know your second-year project, you can add it here (even though you are currently doing it – otherwise you can put 2 first year projects or more here …)

***Group Project (2nd Year)** – Put Title of Project here.*
You may use up to 3 to 4 bullet points if relevant…

- Brief information on what you did and state the software use and gained/developed.
- Include transferable skills gained/developed (e.g., Developed effective team working, analytical and problem-solving skills
- Brief information on the conclusion?

***Group Project (1st Year)** – Put Title of Project here.*
You may use up to 3 to 4 bullet points if relevant…

- Brief information on what you did (see explanation above)

EMPLOYMENT AND VOLUNTARY WORK EXPERIENCE (apply reverse chronological order, latest job first)

Name of Company/Organisation, Town/City/Country   **Month year – Month Year**
Job Title

- Be specific – tell them what you did, roles/responsibilities and the skills you have developed. Avoid writing vague statements that may sound good but provide no specific information.
- **Start sentences with action verbs** (not 'I') and quantify and qualify your statements – *see e.g., below.*
- Handling and resolving up to 100 queries per day which enhanced and improved my communication, selling and negotiation skills.
- Responsible for a project worth £10K and led and managed a team of 10 staff.
- Keep checking that what you've written is *fully targeted **to the job** and to the company.*
- *Use the correct tense* in all – **past tense for previous jobs and present tense for current jobs.**

Name of Company/organisation, Town/City/Country   **Month Year – Month Year**
Job Title

- *The bullet points above are still applicable*. Try to highlight different skills you have gained to the previous job – don't repeat the same skills.
- If the job is relevant to the one you are applying, give more details, however if it's not that relevant, you may want to concentrate more on the skills you've gained.

SKILLS AND ACHIEVEMENTS

[If you have lots of part-time jobs, this is an OPTIONAL section, as it is better to incorporate these skills in the jobs; however, if you want to add them, ensure that you rank them in the order of importance to role applying for …)   *See ALL samples on our website for ideas on presentation – DO NOT COPY word for word!*
https://www.bradford.ac.uk/careers/applications/cv/ (scroll down for CV samples)

- **Team Working –** From your education, work experience and leisure pursuits, pick out the best examples of when you have demonstrated team working skills. Get down to specifics rather than writing at a general level. Pick a key aspect or incident within each scenario that demonstrates the skill, rather than trying to tell the whole story.

- **Problem Solving/Analytical –** See explanation above.
- **Communication –** See explanation above.
- **Commercial Awareness –** See explanation above.
- **Languages** – Depending on the job and your competency, could be a good one to add.
- **Positions of Responsibility –** *President of the Pi Soc Society/ Class Rep etc.* – write down what you do and the skills gained.
- **Achievements** – This can be a useful section if you have several that deserve to be highlighted. Employers tend to look for achievements that can be compared to other candidates, so look to list more here than just specific school prizes.

LEISURE INTERESTS

For this section, put information pertaining to other facet of your personality not covered in other parts of your CV – do not just list what your interests are – give brief explanation!

- Sports? – state how active you are in sports and whether you take part at competitive levels (county/university/local league)
- Detail of society memberships, outside interests.
- Travel - ? Reading - ? Keeping up-to-date with current affairs etc. Keep it brief but show a balance between the active and the passive, group and individual pursuits.

REFEREES (this section is now OPTIONAL but for placements, recommended to add referees – see below)

NB: You do not need to put the full address of university or the company or telephone number (just email).

Mr Karim Sadik, Academic Placement Lead (Computer Science);   Email: A.Sadik@bradford.ac.uk
Your Personal Academic Tutor **OR** Line Manager where you work   Email: