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| **Miranda Jane**  **FDM Consultant** |

**PROFILE**

**Guidance for completing your Profile**: To be written in the third person, for example ‘Miranda is a results orientated…’

This is the first section your potential employer will read about you, it will either encourage them to find out more about you or to lose interest.

It needs to be short and focused **(2 paragraphs maximum and approx. 250 words**) highlighting your unique combination of skills, experience, knowledge, and characteristics. Think about competencies and use vocabulary that will emphasise your skill sets. Employers will look for buzz words related to the role or industry sector. They will also be looking for warmth, enthusiasm and drive. This needs to be high energy.

When writing your profile, mention:

* Who you are (degree and/ or military background)
* Key skills which demonstrate why you will be good at your chosen role (e.g., what makes a good developer? What example can you give to demonstrate that you have those skills – through work experience/university/extra-curricular activities)
* Why have you chosen the role which you are going for/ where did passion for technology come from?
* How will your skills benefit a company/What you could bring to the role (“In return, you would be taking on a dedicated employee with a willingness to learn and the adaptability to try new things”)

Please do not write generic statements such as ‘… is a hard-working, confident and enthusiastic individual with a passion for technology’ without backing it up with examples/ explanations relating to YOU and your experiences.

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| **Sample Profile -  Delete and make your own using this as an example**  Miranda is a Java Developer with a degree in Engineering from Queen Mary. This degree helped her progress in her analytical, computational and professional development. She gained high proficiency in research methodology, interdisciplinary skills and data collection with the ability to identify and tackle complex technical challenges. Her interest in technology began at university where she was given the opportunity to learn and utilise a variety of different design based and analysis centred software. It was this that led her to the Java Developer route.  Miranda is able to solve problems with a tenacity to demonstrate creativity and innovation in her work. This was demonstrated through her 3D design of a landing gear configuration where she gained proficiency in a variety of CAD and FEA software. Through her work experience in hospitality and customer service, she improved her ability to prioritise workloads and manage time effectively. Miranda is an effective communicator, proven by her role as a tutor where she regularly explained complex topics to non- technical audiences. In return, Miranda will offer her passion for problem solving and drive to succeed. |

**EDUCATION AND QUALIFICATIONS**

**Guidance:**This is to show your academic qualifications and institutions. Show your most recent education at the top. If you have more than one degree, do not include any previous qualifications. Under modules included only include ones that might be relevant to your chosen role.

* If you have one degree or equivalent, include A levels or the equivalent but do not include GCSE/O levels or any qualifications prior to that
* Include full month and year to start and finish.  Make sure all dates align with all other dates in your CV
* Please include IT skills and foreign languages in other skills even if they are not a qualification

**Sample Education and Qualifications - Delete and make your own using this as an example**

**Queen Mary University                                                                       September 2011 – June 2015**

**Meng (Hons.) Engineering, 2:1**

Modules included: Computation Chemistry, Masters Project (Research), Professional Skills

**Southgate College September 2009- June 2011**

A-Levels: Psychology (A), Biology (B), Chemistry (B)

**Other Skills:** Microsoft Office, JavaScript, HTML, C# and Python

       Fluent in French, Mandarin, Portuguese

**WORK EXPERIENCE**

**Guidance:** This section under Work Experience details your employment history.  This should follow a structure, with your most recent employment at the top. Include your duties and key achievements for each role as bullet points.

**Client, Geographic location (Calibri 10, bold)                                  Start Month YYYY – End Month YYYY**

*Role Name, Dept*.(Calibri 10 italic)

* Describe role and responsibilities (include skills gained)
* Keep it concise
* Group short part time work e.g. bar work retail etc.
* If you have no previous work experience; use voluntary work

Include the start month and year and the final month and year for each role. Make sure the dates align with all others throughout the CV.

**Sample Employment- Delete and make your own using this as an example (note past tense used in responsibilities)**

**Lewisham & Greenwich NHS Trust, London                                                          February YYYY – February YYYY**

*Booking* *Officer*

Role based in The Diabetes Centre within the hospital

* Kept private data secure, up to date and relevant
* Provided constant communication with different levels of personnel, from patients, nurses and consultants
* Updated a stream of appointments and meetings on both paper and IT systems, improving organisational skills
* Developed interpersonal skills through communicating with different levels of seniority

**INTERESTS AND ACTIVITIES**

**Guidance:**This section is about you outside of work.Summarise your interests and/or volunteering activities, and think about why you do them, or the benefits you derive from doing them.

Don’t just say you like cooking, give an example…” Miranda loves entertaining and cooking for her family and friends” … or show ability “Miranda is a proficient skier and regularly….”

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| **Sample Interests and Activities-  Delete and make your own using this as an example**  Miranda enjoys playing the violin. She has been playing it from a young age and has conducted several stage performances. It has taught her patience, perseverance and has helped build her self-reliance and self-esteem.  Miranda is the fundraiser at her violin academy where she helps organise and promote charity events to raise money for children in poverty. In her free time, she enjoys readings books based on suspense and thriller. |