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A recent graduate with employment and voluntary experience, I have skills and attributes to offer the business world including leadership, analytical thinking, problem solving, team working and communication. I am keen to learn on a graduate programme and to make a contribution to the organisation.

Education and qualifications

University of Exeter (2014-2017)

BA Archaeology 2:1

Fourtown School (2007-2014)

A-levels: history, English, French. AS level geography
10 GCSEs including maths and double science

Skills

Working in a team

- Staff member at Starbucks fulfilling orders and providing excellent customer service
- Project assistant for Dig NW collaborating with the project team to plan Summer Dig events and ensure each day ran smoothly
- Committee member of university Archaeology Society, devising and facilitating annual programme of events and talks
- Editing and publishing newsletter for South West Branch of Council for British Archaeology

Organisation

- Successfully combining study, part-time work, volunteering and extra-curricular activities
- Coordinating well-received archaeological events for Dig NW and the university Archaeological Society. Summer Dig participants commented, 'What a well-organised day. It rekindled my interest in archaeology'. 'It was so exciting finding real pieces of ancient pottery'. 'Mia showed me how to interpret and care for the pottery we found'

Negotiation

- As staff student liaison for my course year I negotiated changes to the seminar timetable to enable better use of available rooms and IT
- As chair of the university Archaeological Society I negotiated event programmes with colleagues and staff, booking speakers, agreeing terms and negotiating budgets

Written communication

- Writing articles for non-archaeologists for local Archaeology Branch newsletter
- Report writing as project assistant to Dig NW Summer Digs
- For my university course, producing essays, reports, seminar papers to strict guidelines

Skills-based CV example

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1. A brief statement at the start of your CV sets the tone and flags up the parts which will be of interest to the employer.
2. Be brief with your education but add any modules or projects which are relevant.
3. Choose skills which the employer is looking for - read the job advert for clues.

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Written by Susanne Christian, Careers adviser

Verbal communication

- Dealing with customers at Starbucks, including complaints referred by junior staff, as well as communicating with staff and managers
- On my university course, creating and giving presentations to large and small groups, some on my own and others with fellow students
- As project assistant to Dig NW, briefing participants on Summer Dig event, including health and safety inductions
- As chair of the university Archaeological Society, introducing speakers, leading panel discussions and chairing question sessions

Leadership

- Shift leader at Starbucks, responsible for rotas, customer experience and training new staff
- Chair of university Archaeology Society, leading committee meetings and taking a strategic lead
- Responsible for groups of adults and children

Analytical thinking

- Applying theoretical and scientific principles and concepts
- Applying statistical and numerical techniques to process data
- Interpretation of spatial data
- Form structured arguments supported by evidence

4 IT skills

- Competent user of Microsoft Office applications including Word, Excel, Outlook, PowerPoint
- Knowledge of bespoke packages, GIS and statistical analysis and modelling tools

Employment 5

Shift leader, Starbucks Exeter (2016-present)

- Organising staff rotas to ensure adequate cover for each shift
- Supervising staff and maintaining health and safety and food hygiene standards
- Working as a member of the team to provide great customer service
- Upselling and cross-selling to maximise revenue and meet branch targets

Project assistant, Dig NW (2016-2017)

- Working with other project assistants to plan, book and coordinate Dig NW's programme of Summer Dig events for members of the public and school groups
- Facilitating each event, ensuring health and safety and dealing with problems and issues as they arise, referring to project leader as necessary
- Giving talks to event participants, demonstrating archaeological techniques and handling finds

Volunteering

- Chair of University Archaeology Society
- Staff student liaison for my course
- Newsletter Editor for South West Branch of Council for British Archaeology

Skills-based CV example

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4. Employers may not realise that IT forms part of your subject area, so point it out to them.

5. The employer will be interested in any work you have done.

6. If you're applying for a private sector job, it's particularly important to show that you understand the business world..

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