**NAME**

[**email@email.co.uk**](mailto:email@email.co.uk) **| Phone number | LinkedIn: URL | Link to online portfolio**

**Keep CV to 2 sides A4 maximum, 1 side for finance and creative roles. Check for specific requirements stated on the role you are applying for.**

**PROFILE**

Write succinct profile, tailored to each application. State which year of study within your degree you are in, your degree subject, top highlight of the experience / skills you have to offer and what you are looking for.

**KEY SKILLS**

**Computer:**

**Programming:**

**Spreadsheets:**

**Web:**

**Languages:** Language (level), Language (level)

List your key technical skills, with brief description of what you have created. Tailor the grouping of your technical skills to fit the role you are applying for.

**Read advice available on CareersHub under ‘Highlight key technical skills on your CV’.**

Highlight languages spoken and your level. For example, English (first language), Urdu (fluent), Spanish (conversational). If you speak English only, no need to include this.

**EDUCATION**

**Degree title** (degree outcome) **City, University of London** Date from – Date to

* Key modules: Module 1, Module 2, Module 3, Module 4
* Positions of responsibility

State the level and subject of your degree (e.g. BSc (hons) + degree title).

Name the modules relevant to the role you are applying for, from any year of study. Shorten if titles are long.

Include tangible outcomes e.g. good module grades so far / degree classification gained if you have graduated.

Highlight positions of responsibility held.

**A-levels School name, location** Date from – Date to

* Subject (Grade), Subject (Grade), Subject (Grade)

**GCSEs**  **School name, location** Date from – Date to

* # GCSEs grades 9-4, including English (grade) and Mathematics (grade)

State how many GCSEs you gained at grade 4 or above. (If your grade range is grades 8-6, write that instead.)

If you have taken your qualifications abroad, state the exact names of the qualifications and outcomes achieved.

**PROJECTS**

**Project name / title** (grade awarded, if applicable)  Date from – Date to

* Topic / aim:
* What you did / your role:
* Outcomes:

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* Topic / aim:
* What you did / your role:
* Outcomes:

For each project, in reverse chronological order, state a project name or title, the outcome / grade awarded (if applicable) and date of the project. These can be personal projects and should link to those showcased in your online portfolio.

Use projects you have undertaken to **evidence your skills** (technical and employability) and values.

Use active verbs.

Give evidence of achievements within where possible.

**WORK EXPERIENCE**

**Employer, location Job title**  Date from – Date to

* Experience, demonstrating skills (technical and employability)
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**Employer, location Job title** Date from – Date to

* Experience, demonstrating skills (technical and employability)
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Work experience includes both paid and voluntary experiences.

Outline work experience in reverse chronological order.

If you have extensive work experience, you could create 2 sections for this on your CV – for example, technical work experience and other work experience.

Use bullet points to outline your key experience, demonstrating key technical and employability skills within.

Use active verbs.

Give evidence of achievements within where possible.

**CO-CURRICULAR ACTIVITIES and INTERESTS**

Activity experience and level of commitment.

Indicate the activity undertaken and level of commitment (avoid one-word statements and lists). Demonstrate transferable skills within your statements. Bullet points or a short paragraph.

References available on request.