Forename **SURNAME**

e-mail: professional email address tel: UK landline or mobile

**Education and Qualifications**

**2000-2003 University/Universities** Degree and Subject

Location; City and Country applicable additional info

**Work Experience**

**Sep-07 – Aug-10 Official Company Name** City, Country

*Job title*

* Please use 3-4 bullets maximum to describe your job function & responsibilities
* Concentrate on your achievements, and what you have distinctly contributed to in each role, using quantitative examples where possible
* Examples that may assist you –
* “Advised client’s Digital Media division on £3M international expansion, coordinating a team of 8 analysts during initial research phase”
* “Structured and negotiated equipment deal financing including credit purchases, rentals, and 31 lease contracts worth $745k”

**Jun-05 – Sep-07 Official Company Name** City, Country

*Job title*

* Make sure your work experience comes to life, consider what someone reading your CV would be most interested in
* Avoid any negativity or short comings on your CV that may raise the wrong questions
* Try to avoid having your CV read like a job description

**Mar-04 – Jun-05 Official Company Name** City, Country

*Job title*

* Try to ensure your CV is easy to scan, start bullet points with relevant action verbs
* You can also include significant relevant voluntary experience in your work experience if it is applicable
* Try to avoid industry jargon that may not be understood

**Aug-03 – Mar-04 Official Company Name** City, Country

Job title

* Use past tense for roles you have completed
* Please set dates using the abbreviated month and two digits for the year, you must include months as well as years
* Make sure your CV is an accurate reflection of you and what you want to highlight about your experience
* Stick to facts you can easily discuss. Avoid subjective comments

**Additional Information**

Interests: Concentrate on activities you participate in and are willing to talk about. You should highlight achievements in those activities. Eg. rather than just listing ‘running’ say ‘running – participated in several marathons, President of the Oxford Runners Club’

Achievements: List academic or other achievements here, for example First Class Honours, Previous University

Study abroad scholarship (selected 3 out of 600 students) Principal Cellist of London Youth Orchestra

Nationality: your nationality, dual nationality, and any additional work authorization if applicable

Languages: languages other than English and ability level eg. German (fluent)