**Name Surname**

Address

Email | Telephone

**EDUCATION**

**University** – BSc (Honours) Course **Month YYYY - Month YYYY**

* *Achieved Grade:* 1st Class Honours
* *Awards:*
* *Relevant Courses:* ***(Optional)***

**High School Month YYYY - Month YYYY**

* *A-Levels:* Subject - (Points/Grade), Subject - (Points/Grade)

**WORK EXPERIENCE**

**Company Name -** *Role and Position I.e. Consumer Banking Intern* **Month YYYY - Month YYYY**

*Edinburgh, United Kingdom* ***(Optional)***

* Analysed and managed clients portfolios according to the firms KPIs and risk constraint
* Developed dashboards and reporting systems for commercial and transactional banking operations

*Notable Contribution:* I worked in conjunction with the transactional banking team and implemented a system that shared and reviewed contracts for easier collaboration between several international support services.

**For this section: include your key achievements in a role and what skill you learned, list what were your day-to-day tasks were and any key projects and contributions you had to the company/role.**

* **DO** use examples that are relevant to the role you are applying to.
* **DO** keep you descriptions short and simple
* **DO NOT** have 20 bullet points for a role, keep it concise and targeted and do not waffle.
* **DO NOT** use generic phrases, and make it specific to the type of role you are applying to.

Below are 2 styles I used in my CV:

i. “Outline - Achievements/Skills Gained - Notable Contribution” approach as the example below

ii. “Outline - Achievements/Skilled Gained” approach

Google has several suggestions, pick a format that works for you, ensure you write this section in an achievement-based!

**LEADERSHIP & EXTRACURRICULAR EXPERIENCE**

**Society or Sports Group -** *Position i.e. President of Club/Athlete*  **Month YYYY - Month YYYY**

Brief explanation of achievements i.e. Won gold medals at World Championships or Managed a society.

Use this section to show your contribution or achievements as per your different activities.

**TECH SKILLS, LANGUAGES & INTERESTS**

**IT and Programming Languages:**

**Languages:** Language (Fluency Level) i.e. English (Native)

**Corporate Societies: Check out SEO London for Application Advice!** [**www.seo-london.org**](http://www.seo-london.org)

**Interests:**

Finally, this is merely a guideline and a template. There is no one way to have your CV, just keep it neat and see the KISS Method - Keep It Short and Simple. Look at Google for advice! Also, understand that each geography has a different expectation on CVs, so understand what each geography requires.  
**KEEP IT ONE PAGE FOR INTERNSHIP/PLACEMENT APPLICATIONS!**