

Forename **SURNAME**

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

Education and Qualifications

2000-2003	University/Universities Location; City and Country	Degree and Subject applicable additional info
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Work Experience

Sep-07 – Aug-10	Official Company Name <i>Job title</i> 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”	City, Country
Jun-05 – Sep-07	Official Company Name <i>Job title</i> 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	City, Country
Mar-04 – Jun-05	Official Company Name <i>Job title</i> 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	City, Country
Aug-03 – Mar-04	Official Company Name <i>Job title</i> 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	City, Country

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)