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**Education and Qualifications**

<b>2000-2003</b>	<b>University/Universities</b>	Degree and Subject
	Location; City and Country	applicable additional info

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**Work Experience**

<b>Sep-07 – Aug-10</b>	<b>Official Company Name</b>	City, Country
	<i>Job title</i>	
	<ul style="list-style-type: none"> <li>• Please use 3-4 bullets maximum to describe your job function &amp; responsibilities</li> <li>• Concentrate on your achievements, and what you have distinctly contributed to in each role, using quantitative examples where possible</li> <li>• Examples that may assist you –</li> <li>• “Advised client’s Digital Media division on £3M international expansion, coordinating a team of 8 analysts during initial research phase”</li> <li>• “Structured and negotiated equipment deal financing including credit purchases, rentals, and 31 lease contracts worth \$745k”</li> </ul>	
<b>Jun-05 – Sep-07</b>	<b>Official Company Name</b>	City, Country
	<i>Job title</i>	
	<ul style="list-style-type: none"> <li>• Make sure your work experience comes to life, consider what someone reading your CV would be most interested in</li> <li>• Avoid any negativity or short comings on your CV that may raise the wrong questions</li> <li>• Try to avoid having your CV read like a job description</li> </ul>	
<b>Mar-04 – Jun-05</b>	<b>Official Company Name</b>	City, Country
	<i>Job title</i>	
	<ul style="list-style-type: none"> <li>• Try to ensure your CV is easy to scan, start bullet points with relevant action verbs</li> <li>• You can also include significant relevant voluntary experience in your work experience if it is applicable</li> <li>• Try to avoid industry jargon that may not be understood</li> </ul>	
<b>Aug-03 – Mar-04</b>	<b>Official Company Name</b>	City, Country
	<i>Job title</i>	
	<ul style="list-style-type: none"> <li>• Use past tense for roles you have completed</li> <li>• Please set dates using the abbreviated month and two digits for the year, you must include months as well as years</li> <li>• Make sure your CV is an accurate reflection of you and what you want to highlight about your experience</li> <li>• Stick to facts you can easily discuss. Avoid subjective comments</li> </ul>	

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**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)