

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

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”

J un-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 – J un-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)