

Sample CVs

This document contains a selection of sample CVs to help you with your own CV. It is intended to provide you with ideas only. CVs are not templates and should not just be copied. It is important you tailor your CV for the job you want and according to your own skills and experience.

We recommend that you use the many resources available at the Centre for Career Development (CCD) and on the web to assist you. For more information look at the **Applications** section of our Web site or come in and talk to our information staff who can help you locate relevant material.

If you are writing your CV for the first time or revising it, we expect you to use all our resources for guidance, not just this leaflet, **before** arranging to get some feedback from a Careers Adviser.

CVs in this publication:-

Title	Page
Traditional/Chronological CV	2
Skills based CV	4
Technical based CV	6
One Page CV	8
Sample CV for Finance	10
Targeted CV for Environmental related jobs	12
Targeted CV for a Journalism job	15
Law Student CV for Law Placement or Training Contract	18
Non-Law Student CV for Law Placement or Training Contract	20
Targeted CV following a Professional Postgraduate Qualification	22
PhD CV looking for a non-academic job	25

Contact us at:

Centre for Career Development (CCD), Portland Building, Level D West, University Park, Nottingham, NG7 2RD Tel: 0115 951 3680 Fax: 0115 951 3679

Email: ccd-enquiries@nottingham.ac.uk

Website: www.nottingham.ac.uk/careers

The Traditional/Chronological based CV

Anthony Smith

4 My Mothers Road, Middle Town, M12 34N
Flat 1, Inner City Road, University Town, U89 76V

Tel: 00 00 123456

Email: A.Smith@hotmail.com

EDUCATION

2005-2008

The University of Anytown

BSc (Hons) Biological Sciences (2:1)

- Specialised in Animal Science. Main modules included Biochemistry, Endocrinology, Cardiorespiratory Physiology, Lactation and Indigestion, Biotechnology and Reproductive Physiology.
- Final year project: Determining the precise time of ovulation in a pig in order to enhance the efficiency of artificial insemination

2003-2005

Middle Town 6th Form College

A Levels: Biology (B), Chemistry (C), English (C)

GCSEs: 8 GCSE's A-C

WORK EXPERIENCE

Summer 2005

Catering Assistant at R.Owdside Ltd

- Prepared food and served customers as part of a team of six.
- Gained experience of dealing with members of the public.
- Worked quickly and reliably under pressure.

Summer 2004

Lab Technician with Labs R Us

- Carrying out routine tasks accurately to produce reliable and precise data.
- Following strict methodology to carry out analyses.
- Recording and interpreting results and presenting to supervisor.
- Familiar with chromatographic techniques HPLC.
- Experienced in good laboratory practice.

POSITIONS OF RESPONSIBILITY

- University badminton team captain.
- Mentor to first year students at University.
- Course representative for final year students.

ACTIVITIES/INTERESTS

- Sport: I have been a committed member of the badminton team throughout university.
- Enjoy aerobics and cross country skiing.
- Travel: I enjoy experiencing new cultures and have travelled to various parts of Europe and America.
- Other: Italian films, Modern Literature, watching football.

SKILLS

- Driving: Full clean licence
- IT: Familiar with Word, Excel and Windows
- Languages: Basic French and Italian

REFEREES

Dr E.C Lifenot
Department of Academic Studies
University of Anytown
Tel: 0118 897540
E.Lifenot@UOA.ac.uk

Mrs Sue Pervisor
R.Owdside Ltd
Middletown
Tel: 0119 878718
sue.pervisor@Rowside.org

Comments on the Traditional/Chronological CV

- The traditionally presented CV has a clear and logical order. Many people feel comfortable creating this format as it adheres to the key areas of information usually required in making a job application.
- It is important to avoid making this style of CV into a list or inventory of what you did and when. As our introductory notes say on the opening page of this leaflet, you need to give a strong impression of what you got from your experiences in terms of achievements, skills and knowledge acquired, and a sense of how far your involvement went.
- The main drawbacks of this style of CV are that it doesn't really allow you to target your experiences towards the kind of job you are trying to get. If you wish to do this, then you may want to consider either a skills based CV (see next example) or a targeted CV.

The Skills Based CV

JANE AUSTEN

Address: Dunroamin, Alpha Road, Townham, Anyshire, ZZ2 9AA.
Telephone: 00000 0000000 / 00000 000000
E-Mail: janeausten@coldmail.com

EDUCATION

2004 – 2007

University of Nottingham.
BA (Hons) History (2:1)

1996 - 2003

Townham School, Anyshire
A - Levels: Geography B, History B and English B
AS Levels: Sociology B
G.C.S.E's: 2 A*s, 5 As, 3 Bs and 1 C.

SKILLS PROFILE:

Creativity/ Planning/ Organising

- Formulated concepts for the Style pages of the monthly Impact magazine, sourcing clothes and models and directing the photo shoots.
- Devised interesting yet practical ideas for 26 photographs, finding 61 models, all props, clothes and locations, and again coordinating photo shoots for the Athletic Union Calendar.
- All these had to be achieved within tight budgets.

Influencing/ Advising

- Persuaded store managers to lend or donate their merchandise and students to be effective models requiring assertiveness on my part and trust on theirs.
- Used my initiative when advising shop assistants and managers with supply problems whilst working on the retail store telephone helpline.

Interpersonal

- Gained experience of client contact both in person and on the telephone in the offices I have worked in.
- Developed my ability to relate effectively to a wide range of people through waitressing and bar work.
- Liaised effectively with both staff and pupils and co-ordinated social events as a school prefect.

Team Working

- Gained experience as a leader and team member in a wide variety of teams working on creative, academic and practical tasks.
- Producing Impact magazine each month and the AU Calendar required good team working skills to deliver on time and to budget.
- Acting in drama productions with the University Theatre Company requires good team working especially with the pressures of academic work.

Communication

- Presentations to other tutors and students at university were an important part of my course and one with which I felt at ease.
- A strong emphasis on written coursework throughout my degree, coupled with composing business correspondence as part of my secretarial and personal assistant duties, has developed my writing skills.

Time Management

- The calendar had to be produced in a space of just 5 weeks and I had to produce 8 issues of the magazine during my final year.
- Undertaking these activities alongside my degree taught me to organise and prioritise my commitments.

EMPLOYMENT

- Summer 2006 **IS Business Support, Townham Business Village, Anyshire**
Telephonist on “Leading Clothes Retailer” Help Line, dealing with stock and general enquiries from stores throughout the country by using the DOS programme (for control of merchandise).
- Summer 2005 **Crispins Publishing, London**
Work experience at a travel guide publisher catering solely for the travel industry. Specifically worked as a researcher, verifying and compiling information from the Internet for the Company’s 2006 City Events Guide.
- Summer 2005 **Sunny Pictures Ltd., London**
Runner and personal assistant to researcher during shooting of “XXXXXXX” in Nottingham, for Channel Four.
- Summer 2004 **Jane Doe Interior Design, London**
Temporary Personal Assistant to Jane Doe, dealing with personal and business matters.

POSITIONS OF RESPONSIBILITY

Editor Style pages Impact Magazine University of Nottingham - Responsible for “Style” fashion pages from concept to publication. Impact is a monthly magazine.

Editor Athletic Union Charity Calendar - This was a new fund raising venture earning £750 for the University Athletic Union. I sourced models and clothing, identified locations, supervised photo shoots.

ADDITIONAL QUALIFICATIONS & SKILLS

Typing & Shorthand: Typing Pitman Intermediate (60 wpm) and Shorthand Teeline (45 wpm).
 9 – 12/2003 The Townham Business College

Computer skills: Competent in Windows XP: Adobe Photoshop

Languages: **Conversational French and Italian.**

Driving: Full clean driving licence.

INTERESTS:

Drama I am a regular performer in University productions as well as assisting backstage.
Art and travel (most recently in New Zealand and Australia).

REFERENCES Available on request

Comments on the Skills Based CV

This style of CV can be useful in the following circumstances:

- When the role you are applying for requires a particular set of skills, this style allows you to be specific in giving evidence that you possess these skills by writing a skills profile in this way.
- The skills based CV can be good for helping you to move out of a particular functional background into a role requiring more general skills – e.g. if you are an engineer or scientist who wants to move into management.
- If you do not have much work experience, a skills profile can illustrate how you have developed skills through academic work, interests and other extra-curricular activities.

The common pitfalls of doing a skills-based CV:

- DO NOT COPY THIS EXAMPLE WORD FOR WORD – your CV has to reflect YOUR skills and how they relate to the job or role you are applying for
- Do not make a claim about possessing a skill if you cannot back it up with concrete evidence of how, where and to what extent you can use it.

The Technical Based CV

AMANDA SMYTHE

Home address: 4 My Mothers Road, Middle Town, M12 34N
Term address: Flat 1, Inner City Road, University Town, U89 76V
Telephone: 00 00 123456
Email: A.Smythe@hotmail.com

EDUCATION

2003 – 2007

The University of Anytown

BSc Computer Science with Artificial intelligence 2:1

Topics included expert systems, intelligent systems, computer Vision, neural systems, heuristic optimisation and other Intelligent systems

Project: The relationship between AI and nanotechnology

1999 – 2003

Middle Town 6th Form College

A-Levels: Physics (A), Maths (B), Chemistry (C)

GCSE's: 8 GCSE's A-C

I.T SKILLS PROFILE

- Programming - JavaScript, Java, C++ Visual C++ Visual Basic ASP Perl
 - Operating Systems - Windows, Linux, DOS
 - Internet - Html Perl Mysql, ASP Wap
 - Others – Adobe Photoshop, Microsoft office, flash, Photoshop
-

RELEVANT WORK EXPERIENCE

Summer 2006

Supertechnologies Ltd

Assistant Software Developer

Member of project team working on the design and functionality of a Hotel web based booking system.

Specific Contribution to design, content, editing of customer facing WebPages.

Learning Points

- How to adapt IT skills to a business environment.
- Effectively liaising with clients.
- Working effectively as part of a team.
- Adapting to full-time working hours.
- Able to meet project deadlines and targets.

OTHER WORK EXPERIENCE

1996 – 2002

A variety of part-time and vacation work including:

- Good Catering Co – Cooked and served food, managed stocks for stands at sporting and music events.
 - Pizza to Go – Cooked and served food.
 - Managed delivery timing using a restricted number of drivers.
 - Co-op Wholesale Society – Merchandised delicatessen cabinets and managed stock levels.
-

POSITIONS OF RESPONSIBILITY

- Captain of University badminton team.
Organised fixtures, practices and social events.
 - Mentored first year students.
 - Course representative for final year students.
Represented student interests and problems to academic staff.
-

ACTIVITIES/INTERESTS

- Sport: Committed member of the badminton team throughout university.
 - Enjoy aerobics and cross country skiing.
 - Travel: Travelled to various parts of Europe and America.
 - Other: Italian films, Modern Literature, watching football.
-

REFEREES

Dr E.C Lifenot
Department of Academic Studies
University of Anytown
Tel: 0118 897540
E.Lifenot@UOA.ac.uk

Mrs Sue Pervisor
R.Owdside Ltd
Middletown
Tel: 0119 878718
sue.pervisor@Rowside.org

Comments on the Technical CV

- If you have studied a technical degree which is directly relevant to the type of work you are applying for, then an employer will be interested in knowing about the key components of your degree. It is a good idea to present a concise and factual profile similar to this one.
- If you have had some relevant work experience, for example as part of your degree through a placement, or in a vacation, then think about placing it prominently on your CV. Other, non relevant work experience is likely to be of lesser interest to the employer if you are applying to a sector of work where your work experience is related.
- If you are coming from a technical degree background, but not applying to a related work area, then you might want to consider doing a skills based CV.

The One Page CV

<p>JANE DOE 15 Potters Close, Mansfield, Nottinghamshire, NG18 4HR Tel: (01623) 428617 e-mail:janedoe@hotmail.com</p>

A confident, enthusiastic and pro-active individual, with a proven record of achieving targets in difficult environments in an organised and efficient manner. A graduate with experience of international working environments, and within office based companies, currently seeking an opportunity in a consultancy firm.

PROFESSIONAL QUALIFICATIONS

University of Nottingham MSc Occupational Psychology (Sept 2007-Sept 2008)

Modules Included: Training; Occupational Selection; Workplace Assessment & Testing; Methods, Measurement, & the Philosophy of Applied Psychology; Ergonomics; Organisational Behaviour; Counselling in the Workplace; Organisations, Stress and Health; Design & Analysis in Applied Psychology; Individual & Organisational Development; Environmental Psychology; and Professional Issues in Research & Design.

Thesis: Bullying Bosses – Have people left jobs due to bullying: A Survey of the Unemployed
Level A Qualified.

University of Oxford

(Jan 2006-Jan 2007)

Certificate in International Business Practice (Online)

University of Lincolnshire & Humberside

(Sept 2000- June 2003)

BSc (Hons) Psychology & Criminology (Upper Second with Honours)

PROFESSIONAL SKILLS

2001

Consultancy Skills

- Dealing with clients – In the USA, and in Carlton television, where payment schedules were established with suppliers.
- Project Management – Business Plans in Mountbatten Internship, and Consultancy Skills workshop in Masters Degree.
- Communication skills – Though work experience in USA, daily client contact & Carlton Television, contact with suppliers
- Presentation Skills – Client meetings in USA and in the Consultancy Skills Workshop provided through the MSc course.

2002

Business Awareness/Skills

- Deadlines and Time Management – In US with state registrations, and Carlton TV.
- Team Working Skills – Finance department in Carlton Television, individual and departmental goals were established
- Problem Solving – In Mendes & Mount, making sure the company was registered in all states had strict deadlines.

2003

Professional Practice

- BPS Codes of Conduct to include ethical and legal obligations
- Graduate Member of the BPS (Membership ID: 42203)

WORK EXPERIENCE

Carlton Television – Purchase Ledger Clerk

(Jan 2005-Sept 2005)

Working in a fast moving media environment, which gave an insight into contractual obligations and client contractor relations. Duties included data input, faxing, photocopying, statement reconciliation, and general office administration. Daily contact with contractors was also required, along with spreadsheet and accountancy systems.

Mendes & Mount, LLP, New York, USA – Personal Assistant/Intern

(Jan 2004-Jan 2005)

International intern working as a legal administrative assistant for three partners of a law firm. Responsibilities included secretarial, paralegal, accountancy and administrative tasks. Daily contact with clients via meetings was required, as was note taking and deposition transcribing. Effective prioritising and problem solving was also essential.

Carlton Television – Purchase Ledger Assistant

(June 2003-Dec 2003)

Duties were administrative, with focus on Windows applications. Knowledge of accounting and billing systems was necessary, as was invoice reconciliation. Contact with suppliers and contractors was required, as was assisting other members of the finance team. Attention to detail was a prerequisite, as was an understanding of business contracts.

Carlton Television – Data Inputter

(Aug 2002-Sept 2002)

A general administrative position with emphasis on building relationships with suppliers, and a particular emphasis on reorganising many office systems. Tasks were focused upon upgrading and integrating systems, and on data processing, faxing, photocopying with an expanded knowledge of office administration and computer systems.

Sterling Recruitment – Personal Assistant

(June 2001-Aug 2001)

Administrative post, with emphasis upon faxing, ordering stock, dealing with customers and setting up filing systems. Work on Word, Lotus 1-2-3 and Windows applications were also necessary.

REFERENCES AVAILABLE UPON REQUEST

Comments on a One page CV or Resume

In certain circumstances, for example when applying to US companies or to some consultancies, you may be asked to present a 1 page CV, which may also be referred to as a resume. Key points to note are:

- The CV strips out extraneous detail, such as 'Activities and Interests' and focuses on the key messages about professional qualifications and experience
- A Personal Statement is used to alert the potential employer to the applicant's principal skills and experience. This also states her career objective
- Using a box or a header for personal details can save precious space on a short CV
- The font used is Times New Roman size 10. This is quite small but readable when there is sufficient white space and when the sections are marked in bold or underlined. Using a small font size should not be regarded as a way of cramming loads of information onto one page. Composing a short CV is about key messages and focused detail NOT tiny, tiny print!
- The education section is limited to relevant professional/higher education courses. Previous education e.g. A levels and GCSEs are not included
- In the Professional Skills section (sometimes called Key Skills) the applicant has chosen those skills which are particularly important to the sector or the function. Go for targeted rather than generic skills
- We tend to see bullet points used in longer CVs, for the Work Experience section, but in this short CV, the job detail is concise, with short sentences which can be scanned quickly by a potential employer
- The device 'References Available On Request' is perfectly acceptable on a short CV; you have better uses for the limited space.

Sample CV for Finance

Amit Popat

Term-Time address: 23, Accommodation Road, Nottingham NG2 7ZZ

Home Address: 96, Nextown Road, Anytown ZZ6 9ZZ

Mobile: 07777 777777

Email: ParthivAP@anymail.com

EDUCATION

2004 – 2008 **University of Nottingham**

MMath Mathematics Hons (2.1 expected)

Subjects studied: Graph Theory, Group Theory, Quantitative Decision-Making, Algebraic Structures, and Analysis

My final year research project is on the Nature of Mathematics and Mathematical Thinking.

Skills gained: Logical and analytical techniques, problem solving, written communication, research, interpretation and presentation.

1997 – 2004 **Nelson Comprehensive, Anytown**

A Levels: Mathematics (A) ;Physics (A); Chemistry (A)

AS Levels: Further Mathematics (A), Physics (A)

10 GCSEs: Grades A* or A, including Mathematics and English

WORK EXPERIENCE

Summer 2007: **Vacation Placement, Deloitte & Touche**

Responsibilities: Team member on activities for clients including tax estimates, audits and performance indicators.

Skills developed: Report-writing and data handling; General business acumen and Accounting techniques; Interpersonal skills through client interaction and working in a team.

Summer 2006: **Assistant to Financial Controller, Smith and Jones**

Responsibilities: Main task was to conduct an enquiry into the company pensions provisions; worked independently to produce a report for the Board of Directors.

Skills developed: Research Skills, Decision-making; Problem-solving; Working on own initiative.

Summer 2005: **Customer Services, NTL**

Responsibilities: Outbound customer calling to company standards and targets with related supporting administrative tasks.

Skills developed: IT skills; Customer relations and working in a pressurised business environment; meeting deadlines and targets.

POSITIONS OF RESPONSIBILITY

- Social Secretary of the University Asian Society (200+ members) 2006.
- Managed a budget of £5000 and allocated monies to events, organised and publicised social events and trips.
- Course Representative for BSc Maths from 2005 to 2006.
- Encouraged communication between the teaching staff and students and took an active role in the Student-Staff Consultative Committee.
- Broadgate Park (Halls of Residence) Social Committee from 2005-2006

INTERESTS

- Actively involved in community projects at a local cultural centre
- Co-ordinate cultural and educational activities for children.
- Team Leader for a trip to India organised for young people.
- Sporting interests include aerobics, netball and swimming.

SKILLS

Proficient user of Microsoft products databases and internet for research.
Full Driving Licence

REFERENCES

Dr E.C Lifenot
Department of Academic Studies
University of Nottingham
Tel:00000000
E:: xxxxxxx@xxxxxxx

Mrs Sue Pervisor
Smith and Jones
Middletown
Tel:00000000
E:xxxxxx@xxxxxxx

Targeted CV for Environmental related jobs

Janet Green

Home address: 11 Wood Lane, Anytown, Anyshire QQ1 3ZZ
Term address: 22 Lenton Promenade, Lenton, Nottingham NG7 2ZZ
Email: janet.green@nomail.net
Tel: 01999 223344
Nationality: British

EDUCATION

2005-2008

The University of Nottingham

BSc (Hons) Zoology

- Modules including introductory genetics and human physiology, animal form and function, biological photography and imaging, ecology, animal behaviour and conservation biology and biogeography
- 2nd year dissertation: The influence of xxxxx xxxxx xxxxx

1997-2004

Anytown School

A - Levels: Biology (A), Chemistry (B), Mathematics (A), General Studies (B)

AS Levels: Physics (A)

GCSEs: 10 GCSEs (5A* 4A)

RELEVANT EXPERIENCE

Summer 2007

Conservation Volunteer, The Sea Turtle Protection Society, Greece

- Spent 4 weeks carrying out field work tasks and interacting with visitors to the island promoting the work of the society
- Used initiative and determination to raise finances to fund trip
- Developed communication skills and patience to interact with other volunteers from 9 different countries, local people and tourists.

2005 to date

Conservation Volunteer, Nottingham

- Participated in regular one-day conservation tasks including tree planting, footpath construction and creating wildlife habitats.
- Organised and led fellow students in these activities.

Jan to Jun 2004

Conservation Worker, Ecuador

- Worked in 5 different biological reserves for 6 months run by the XXXX XXXX Organisation, including Amazon Basin jungle, mangrove swamp, cloud forest and a mountain reserve.
- Overcame language and cultural boundaries to live with local people and work toward developing sustainable farming techniques.
- Assisted a Ph.D. student on a project netting and monitoring various birds and worked on replantation schemes.

OTHER WORK EXPERIENCE

Summer 2005/6

Office Worker, Office Angels, Anytown

- Worked as a temp in a variety of jobs such as receptionist, call centre operative and administration assistant
- Learnt to adapt very quickly to new environments, systems and colleagues
- All jobs required good communication and organisational skills

2004 to date

Part-time Lifeguard/Assistant Swimming Teacher, Nottingham Leisure Centre

- Responsible for the safety of swimmers during public sessions
- Assisting Swimming Teacher with coaching both adults and children
- Co-ordinating and supervising activities at the childrens' swimming club
- Provide support and motivation to swimmers and demonstrate patience
- Gained good time management skills through working part-time whilst studying

2003 – 2005

Shop Assistant, Boots the Chemist, Anytown

- Started as a Saturday job then full-time after my A-levels
- Gained excellent customer service skills in a busy town centre store
- Worked on the Pharmacy counter whilst full-time

POSITIONS OF RESPONSIBILITY

- Treasurer of the Nottingham University Conservation Society 2006-2007. Undertook and organised practical conservation trips at least once a week.
- Anytown Swim Club Team Captain 2003 – 2005. Competed in a many events and attained some medals. My role as captain developed my leadership skills.
- *Mentor, Anytown School. Whilst in the sixth form I took part in a week of training so that I could become a counsellor to a class of year 7 students. I was an approachable figure if a student had any issues where they felt uncomfortable approaching a teacher. I listened to the students needs and worked with them to find a solution to the problem. I also visited primary school doing workshops with other counsellors on issues such as bullying and drugs.*

ACTIVITIES/INTERESTS

- I still swim regularly
- I am a keen natural history photographer
- I enjoy watching football and have regularly attended Anytown United matches from the age of 7.
- I am a member of the Institute of Biology and took part in the British Biology Olympiad 2004.

SKILLS

IT: I am familiar with Windows and Microsoft office and basic web design

Basic First Aid (Module I) inc. Leisure Time Module (expires 03/05)

National Pool Lifeguard Qualification (expires 10/05)

Assistant Swimming Teacher Certification

Full Clean Driving License

REFEREES:

Employer:

Mrs J Walker, Manager
Anytown Health Authority
Medical House
Anytown
Tel: 01888 36789
email: jwalker@anytownhealth.org.uk

Tutor:

Dr Tessa Tube,
School of Biology
University of Nottingham
University Park, Nottingham
Tel: 0111 999 3456
email: tessa.tube@Nottingham.ac.uk

Comments on Targeted CV for Environmental Related Job

This CV demonstrates how to pull together relevant information which would be useful for an Environment related job. Key points to note are:

- The CV fits two pages comfortably. There is still plenty of white space on the page. Headings are clear and the use of bold does not jar the eye.
- There is a lot of information to communicate in this CV but it is achieved by paying careful attention to the font and font size. The font is Arial. Your computer will default to Times New Roman and it is easy not to bother to change the font. It is worthwhile remembering that using Arial font means you can get away with a 10 point font size. With Times New Roman font a 10 point is too small for most readers to glance through comfortably.
- The personal details at the top occupy only a few lines, thus saving space, but are clearly located by the employer reading it.
- The degree subject is explained by highlighting a few relevant modules. We cannot see the dissertation topic but we can assume it is relevant to the area of employment being pursued therefore it is worth including. An alternative would be to highlight the skills developed on your course. (Top Tip: look at the University prospectus for your course for a summary of the key skills you should have developed.)

- There is a section called "Relevant Experience" which takes precedence over the section called "Other Work Experience". By separating out your experience in this way you are highlighting it for the employer. This is valuable if you have had to balance your vacations between periods of time spent working for cash with other times gaining career-related experience. Remember there is no rule in CV writing which says that voluntary work has to be treated differently than paid work. An employer will be interested in your ability to hold down a job and the relevance of your experience to what they are looking for. Here you can see it pays off to present experience in this way.
- This student has given more space to his positions of responsibility than to his interests, which he mentions only briefly. You will need to decide what is appropriate to you. If you do not have positions of responsibility to include then focus more on your interests but avoid padding it out.
- This student took a gap year before university. You may be tempted to create a separate section but you can see in this CV that the full time job she did after her A-levels and the voluntary conservation work she did subsequently have been incorporated successfully without the need for a further section.

Targeted CV for a Journalism Job

Mei-Yee (May) Cheung

Home address: **4 My Mothers Road, Middle Town, M12 34N**
Term address: **Flat 1, Inner City Road, University Town, U89 76V**
Telephone: **00 00 123456**
Email: MeiyeeCheung@nomail.com
Gender: **Female**
Nationality: **British**

EDUCATION

2005-2008 The University of Nottingham
BA (Hons) American and Canadian Studies 2:1
This included spending one year studying at the University of Pennsylvania.

1996 -2004 Middle Town School
A Levels: English (A), History (A), Sociology (B)
GCSEs: 8 GCSE's A-C

RELEVANT EXPERIENCE

2006 – 2007 URN University of Nottingham Radio

 Main Duties
Researching and presenting news items for hourly news bulletins

 Experience Gained

- **Excellent grounding in the production ,editorial, presentation side of radio**
- **Skilled in succinct news reporting skills**
- **Confident in researching relevant stories**
- **Developed time management skills through balancing work and study**

Jan - The Daily Penn– University of Pennsylvania Newspaper
Apr 2006

Main Duties
Provided administrative support
Shadowed news reporters and assisted in copyediting.

Experience Gained

- **Proof-reading skills**
- **Improved my command of the English language and developed a thorough analytical approach and a sharp eye for accuracy and detail.**

August 2005 Middle Town Free Press

 Main Duties
Voluntary placement shadowing reporters covering regional news, attending to council business and visiting the local Magistrates' Court.

 Experience Gained

- **Insight into weekly production processes and deadlines**

- **Wrote copy for three articles**
- **Sub-edited a page**

OTHER WORK EXPERIENCE

Summers R.Howes Estate Agency. Administration support
2005 - 6

Experienced Gained

- **Increased confidence in dealing with a wide range of people**
- **Ability to set up and maintain an effective filing system**
- **Adeptness in prioritising a heavy workload**
- **Good working knowledge of Microsoft Word and Excel**

POSITIONS OF RESPONSIBILITY

- **Captain of badminton team at University - organised fixtures, practices and social events.**
- **First year Buddy Scheme – I was responsible for a small group of first years, ensuring they settled in.**
- **Course representative for final year students – represented the interests and problems of students to staff in meetings**

ACTIVITIES/INTERESTS

- **Sport: I have been a committed member of the badminton team throughout university**
- **I enjoy aerobics and salsa dancing, theatre, Modern Literature, watching football**

SKILLS

- **Driving: Full clean licence**
- **IT: Familiar with Word, Excel and Windows**
- **Languages: Basic French and Italian**

REFEREES

Dr E.C LifeNot, Department of Academic Studies, University of Nottingham, Nottingham NG7 2RD Tel: 0115 951 0000 Email: eclifenot@nottingham.ac.uk

Mrs Sue Pervisor, R.Howes Estate Agency, 1 High Street, Middletown M1 2XX

Comments on a targeted CV for a Journalism Job

This CV demonstrates how to pull together relevant information for a student seeking either permanent or temporary work experience in a journalist related position. Key points to note are:

- The CV fits two pages comfortably. There is still plenty of white space on the page. Headings are clear and the use of bold does not jar the eye.
- This CV uses Times Roman 12 point font. It would be difficult to read if the font size was any smaller. If you cannot cut down what you have written consider using Arial 10 point font which is more readable in a smaller size.
- The personal details at the top occupy only a few lines, thus saving space, but are clearly located by the employer reading it. This graduate has added their gender to their personal details, which is appropriate if an employer may not be able to tell readily from your name. She has also used a preferred form of her name in brackets. This is appropriate if you always wish to be known by your shortened name. Information about nationality is appropriate to indicate your right to work in the UK.

- There is a lot of information to communicate in this CV but it is achieved by paying careful attention to the layout. Each piece of work experience separates the main duties from the experience gained. This can be useful if your role has been mainly work shadowing as it demonstrates what you gained from the experience rather than the work you did.
- The degree subject is mentioned without any further information. This is appropriate where the employer may not be concerned with the subject which has been studied.
- There is a section called "Relevant Experience" which takes precedence over the section called "Other Work Experience". By separating out your experience in this way you are highlighting it for the employer. This is valuable if you have had to balance your vacations between periods of time spent working for cash with other times gaining career-related experience. Remember there is no rule in CV writing which says that voluntary work has to be included in a separate section. It can be mixed up with paid work. Here you can see it pays off to present experience in this way.

Law Student CV for Law Placement or Training Contract

Jack Jones

Address: 16 Anyway Road, Cinder hill, Nottingham, NG11 4BD (*term-time and vacation*)
Telephone: 0115 966 7894 or 07777 000 009
E-mail: jack.jones@guitarman.co.uk
Nationality: British

CURRENT EDUCATION

- University of Nottingham, Law Degree (LLB) September 2006, graduating in June 2009

1st Year – overall average 74% 1st

Understanding Law	78%	1st
Constitutional Law	75%	2:1
Law of Contract	71%	2:1 ^t
Law of Torts	71%	1st

2nd year modules for 2007 -08: Commercial Law, Land Law, EC/EU Law and Criminal Law. (*Enter 2nd year marks too, if sending off CV after semester exams in January of 2nd year*)

1999 – 2006

The Academy School, Burton

A Levels: Maths (A) Chemistry (A) and Physics (A)
AS Level: Religious Studies: Ethics (A)
Key Skills: Communication, IT and Application of Number (units: 3 passes)
GCSEs: 12 subjects all at grade A*

University Activities, Interests and Positions of Responsibility

- **Careers Representative of University Law Society 2006 -07**
Organise careers talks, presentations and help to arrange social events such as the law ball. Actively participate in 'Skillegal' legal skills workshops.
- **Pro Bono Group 2006 - 2007**
Lead a team of six to organise and manage legal presentations, delivering legal information to schools. In addition, I am a student member of the Solicitors Pro Bono Group.
- **Human Rights Conference Committee 2006-07**
Organised the 2007 International Human Rights Student Conference held at the University. I secured the services of eminent international speakers to present on a range of topics.

EMPLOYMENT / WORK EXPERIENCE

June – August 2007 O'Brien and Nolan Solicitors Paralegal / Support (vacation work)
July 2004 – January 2006 Agencies: Temporary Paralegal / Secretary

Skills / Experience gained in the above positions

- Employed within the property department (residential/commercial) and private client.
- Liaised with clients, taking instructions, costing and billing.
- Using initiative in legal and property searches – accessing and analysing information and passing onto solicitor and client.
- Non-legal temporary work including secretarial/PA support.

September 2007 KPMG / KLegal Leading Edge Vacation Scheme

- Commercial awareness: further insights into the wider business context in which firms operate
- Teamwork and presentation skills: delivering team presentation on aspect of business
- Interview technique and interpersonal skills: workshop developing interview / discussion skills

October 2004–2006 Goggles Flying Tours - P/T Customer Service Advisor

- worked within customer service call centre
- Sold exclusive package tours around the world to high net worth individuals
- Co-ordinated travel plans, Itineraries, personal shoppers etc.
- Presented a professional image to customers on the phone, by email and letter.

OTHER SKILLS AND ABILITIES

- IT: Office packages, Practice Management, Case Management Systems, and online legal research.
- Driving: Full clean licence.
- Languages: French intermediate.

INTERESTS AND OTHER ACTIVITIES

- Travel Enjoy travelling and regularly visit Europe.
- Writing Write for 'The Advocate' – the magazine of University Law Society.
- Reading Keep up to date with current affairs and legal issues. I read The Lawyer and use associated legal journals.
- Leisure Walking / mountain biking.

REFEREES

Mr S Lee (Tutor)

School of Law, University of Nottingham, University Park, Nottingham, NG7 2RD.
Email: Sam.Lee@nottingham.ac.uk *Tel:* 0115 921 2121 *Fax:* 0115 921 1212

Mr J. Brown, Head of Sixth Form

The Academy School, Burton BW3 2FC
Email: jbrown@BS.ac.uk *Tel:* 02014 000 10

Comments on Law Student CV for Law Placement or Training Contract:

- First year exam marks must be put onto the CV if you are applying for vacation placements before your semester exams in the January of your second year. They should be included if you also know your second year marks.
- Firms want to see how you are performing all through the degree programme.
- Firms want to see involvement in University activities.
- If you can get legal experience all well and good – other experience is valid (commercial, community work etc)
- Try and give detail of activities and not statements. "I developed excellent communication skills" is not good enough. Employers want to know what skills in what context.

Non-Law Student CV for Law Placement or Training Contract

JULIE JONES

75 Baker Avenue

Godalming

Surrey GU12 5NM

Tel: 01222 999991/ Mob: 07777 999991

EDUCATION

University of Nottingham

(2005-2008)

- **BA(Hons) History: 2:1 Expected**

(PUT YOUR MODULE MARKS HERE FROM YEAR ONE & TWO) Law firms like to see your academic performance over the whole of the degree. Stating an expected degree grade will not suffice.

Windy Hill Upper School, Godalming, Surrey

(1998- 2005)

- A-Levels: AAB: Music, Sociology, History.
- GCSEs: 5 A*s, 5 As.

EMPLOYMENT

International Sales and Export Administrator: Freight International, Godalming (Jul/Aug 07)

- Managed sales of chemical and lab supplies to International Pharmaceutical Industries.
- liaised with overseas sales staff to clarify orders, delivery schedules, invoice and payments.
- Worked as part of a team of six to meet company targets and deadlines set by clients.
- Communicated effectively with International clients and overcame cultural and language barriers to ensure facts and information understood.
- Knowledge of legal restrictions and freight regulations essential when shipping chemicals overseas and preparing legally binding clauses.
- Obtained Home Office approval for export where applicable.

Poole Law Courts: Fines Office, Clerical Assistant.

(July/August 06)

- Dealt with the administration of warrants, summons and fines.
- Shadowed a Legal Advisor in Magistrates Court.
- Observed legal argument.

Tesco: Retail Assistant

(July/August 05)

- Worked efficiently in an often pressurised and busy environment to maintain excellent consumer relations.
- Operated tills and computer system.
- Used initiative to find solutions to customer problems in a calm manner.

Law firms are interested in your work/voluntary experience, the level you worked at and your personal contribution. When reflecting on past events, think about what you did, how you did it and the outcome achieved. Do not worry if you do not have experience like the above. Law firms want to see that you have worked in a team, problem solved, communicated with others etc. Many experiences will allow you to demonstrate these skills.

University Activities

Publicity Officer: University of Nottingham Wind Orchestra (05/2006- 06/2007)

- Contributed to committee meetings every month for one year.
- Improved negotiation skills through discussing contentious issues with peers and committee members. These included the relationship with our conductor, fees and finances, concert venues and programmes, and the organisation of our annual tour.
- Managed all promotional issues - designed and distributed posters for concerts, t-shirts for tour and re-organised society web page.
- Developed new strategies to increase ticket sales.

All firms, including law firms, will expect to see you involved in activities at University. Again, such experience will develop you and the skills employers will be looking for. Again do not worry if you do not make it to an elected role!

VOLUNTARY WORK

The Hostel, Nottingham Homelessness worker (11/05 – 06/06)

Provided Information and Advice to homeless persons
Prepared food and befriended clients whilst they used the service
Agreed work Schedule's with colleagues
Assertive skills training

INTERESTS

Great North Run Half Marathon, Robin Hood Half Marathon (09/2007)

- Achieved personal best in both events.

Music

- **Recital Certificate in Flute Playing: Merit (11/2000)**
- **Grade 7 Piano: Merit (06/2000)**
- **Surrey Youth Wind Orchestra (01/2003)**
Represented Great Britain on tours to Italy and Canada.

ADDITIONAL SKILLS

Computer Literate: Regular PC and Internet user- confident in ability to grasp new skills.
Literate in Windows XP, Word, SAP and Microsoft Publisher.
Driving: Holder of a full, clean driving license

REFERENCES

Available on request

Targeted CV for Consultancy following a Professional Postgraduate Qualification

Daisy Wheels

14 Pool Court, Knutsford, Cheshire WA16 9AY

Telephone Number:- 07801-462779

E-Mail:- lixclh@nottingham.ac.uk

A highly motivated, organised and pro-active individual with the ability to maintain a sense of humour under pressure! A graduate, First Class (Hons), who is an analytical thinker and used to working on her own initiative is currently seeking a career position within management consultancy.

EDUCATION

University of Nottingham	MSc Occupational Psychology	Sept 2006-Sept 2007
--------------------------	-----------------------------	---------------------

A BPS approved course focusing on practical research skills and the relevant social, organisational and psychological issues which includes the following modules:-

<i>Occupational Selection</i>	Principles, methods and ethical issues.
<i>Occupational Training</i>	Theory, design and implementation.
<i>Ergonomics</i>	Health and Safety issues.
<i>Workplace Assessment</i>	Psychological tests, reliability and validity.
<i>Themed Dissertation</i>	Sexual harassment counselling.
<i>Stress and Health</i>	Addressing current issues in the workplace.
<i>Design and Analysis</i>	Theoretical underpinnings and SPSS practicals.
<i>Professional Issues in Research</i>	Professional practice and contemporary issues
<i>Consultancy skills workshop</i>	
<i>Level A and Level B training</i>	

(My semester I average was 68%).

Cheltenham & Gloucester College of Higher Education		
BSc (Hons) Psychology with Business Management (First Class)		Sept 2002-June 2005

A BPS approved course including the following modules:-

Investigative Methods, Clinical Psychology, Interpersonal and Group Behaviour, Biological Basis of Behaviour, Cognitive Neuropsychology, Learning and Memory, The Business Environment, Marketing Management, Business Ethics.

Dissertation – ‘Effects of a Seven-Week Cardiac Rehabilitation Programme in Male and Female Post-Myocardial Infarction Patients Regarding Quality of Life, Anxiety and Depression Levels’.

PROFESSIONAL SKILLS

Professional Ethics

- Graduate member of the BPS.
- Adherence to the BPS Code of Conduct, Ethical Principles.
- Awareness of Business Ethics from Degree and six years of p.i.c. experience based at Head Office working for the Group Secretary – the need for confidentiality was paramount.

Commercial Skills

- Problem solving skills gained from psychiatric nursing, for example, having to deal with suicidal patients.
- Team working skills derived from working holidays for the British Trust for Conservation Volunteers.
- Creativity skills – I have set up databases and filing systems.
- Time management skills – I am used to working to deadlines under pressure, for example, producing main board minutes.

Consultancy Skills

- Management of projects – during my degree I worked, on a voluntary basis, in the Health Psychology Department of a local hospital and wrote a Quality of Life Audit pertaining to post-myocardial infarction patients which formed the basis of my dissertation.
- Questionnaire design and data analysis experience.
- Communication skills – both from nursing and p.l.c. experience. I had to communicate with people at all levels both within and outside the organisation.
- Presentation skills developed during my degree and MSc.

IT Skills

- I hold the London Chamber of Commerce and Industry Private Secretary's Certificate which includes 100 wpm shorthand and RSA III Typewriting (Distinction).
- I can adapt quickly to new IT due to temping experiences and am familiar with many packages and SPSS.

PREVIOUS EDUCATION

Chester College 'A' Level Psychology NVQ in Administration Level 3	June 2002
Macclesfield College of Further Education Private Secretary's Certificate	June 2001
Knutsford County High School 9 GCSEs (grades A-C)	June 1998

WORK EXPERIENCE

<u>Cheshire Office Services – PA at director level</u> Secretarial and administration duties.	June 2005-August 2006
<u>AMEC p.l.c. – PA to Group Secretary</u> Secretarial, administration duties and correspondence relating to the collation of main board papers, the Annual Report and Accounts and group structure announcements.	June 2001-June 2002
<u>Forrest Recruitment – secretarial work</u>	Dec 1999-Sept 2000
Macclesfield Health Authority – student psychiatric nurse	Sept 1999-Dec 1999
<u>Forrest Recruitment – secretarial work</u>	Aug 1998-Sep 1999

OTHER INFORMATION

I have a valid clean driving licence and my own transport.

REFERENCES

Dr. P. Sanchez
Institute of Work, Health & Organisations
University of Nottingham
Jubilee Campus
Wollaton Road
Nottingham
NG8 1BB.

Mr. D. Jones
Psychology Department
Cheltenham & Gloucester College
of Higher Education
PO Box 220
Cheltenham
Gloucestershire GL50 2QF

Tel: (0115) 823570
Fax: (0115) 823571

Tel: (01244) 555541
Fax: (01244) 555542

Comments on CV targeted towards Professional Consultancy

This CV shows how to use a professional/vocational qualification to target a related career choice area – in this case occupational psychology/HR. The principles demonstrated can be equally valid for students and graduates in other specific business or professional subjects

- The CV looks professional and business-like. It is important that students on professional courses present a targeted business-style CV rather than the more standard graduate CV
- Language is important in this context. Using the heading 'Professional Skills' instead of 'Skills Profile' immediately sends a message to the potential employer that this person understands the importance of professionalism and is not just using a list of generic 'graduate' skills
- The content of the first page is crucial. We are told that employers scan CVs, giving only c.30 seconds to each one, so this CV presents the most important aspect of education on the first page and leaves the previous education i.e. school/college to the second page
- There is significant detail about the MSc course – more than you would normally give about a first degree – but this is because the professional credibility of the writer lies in this detail. This person has very little relevant experience, so must show the extent of her knowledge through her higher degree.
- In this CV, the balance is towards education and skills rather than work experience. The reason is obvious; the writer's experience is not directly relevant or at the required level. If this person had significant relevant experience, then she would have put this on the first page and relegated the Professional Skills section to the second page. You need to judge where your credibility and strengths lie and make sure that this is presented early in the CV.

PhD CV looking for a non-academic job

Dr Peter Nelson

86 Percy Street, Wollaton, Nottingham NG8 4PQ
Tel: 0115 976 5432 E-Mail: peter.nelson@ntlworld.com

Career Objective

To seek new challenges, by applying proven excellent communication and people skills to an industrial training environment.

Professional Experience

June 2001 - **PostDoctoral Researcher and Junior Lecturer**
Faculty of Engineering, University of Nottingham

- Researching the effects of gas plasma irradiation on the sterilisation of Poly (lactic-glycolic) acid (PLGA) and calcium phosphate (CaP) scaffolds. Includes developing plasmas for efficient sterilisation at low temperature and hence the characterisation of both PLGA and CaP tissue engineered scaffolds utilising TEM, SEM, XPS, GPC, IR and DSC.
- Teaching undergraduates via lectures and practicals and supervising final year projects.

1998 – 2001 **Demonstrator/Supervisor**
Faculty of Engineering, University of Nottingham

- Demonstrating various aspects of mechanical testing of materials to 1st and 2nd year undergraduate students.
- Acting as Project Supervisor for undergraduate and masters students.

July 1996 - **Metallurgist** (Industrial Placement)
July 1997 Charles Steel Company, North Field, California

Charles Steel is a large US aerospace forging company.

- Working within a variety of engineering departments, duties ranged from time studies to materials research on specialised and proprietary alloys for both the space and aircraft industries.

July 1995 - **Research Engineer**
Sept. 1995 British Steel Plc, Scunthorpe

- Worked as an engineer within the BOS vessel section in addition to researching problems on the basic oxygen steel making plant.

Sept. 1989 - **Apprentice/Structural Craftsman**
Sept. 1994 British Steel Plc, Scunthorpe

- Four years' training in all aspects of structural and mechanical engineering. From 1993-4 I was jointly responsible for structural integrity of the bloom and billet mill and the organisation and completion of the work.

Key Skills and Experience

Interpersonal and Communication Skills

- Excellent communication skills developed through experience in industrial and research environments.
- An effective facilitator, able to use interpersonal skills to build working relationships at all levels.
- Research project required co-operation of partners in industry and academia, and so further developed skills of negotiation and persuasion.

Training and Presentation Skills

- Experience ranges from formal conference presentations to groups of up to 200 (see attached list of publications and conferences for details), to interactive small group sessions with Nottingham students.
- Co-developed and delivered a series of well-received workshops on research and information skills to Engineering undergraduate and postgraduate groups.
- Wide experience of giving individual on-the-job training to colleagues in industry.

Teamwork and Leadership

- Pro-active and enthusiastic team member with experience of working in multi-disciplinary teams in industry and academia.
- Facilitated and led a number of successful group research projects, resulting in papers published in academic journals.
- Well developed one-to-one and group supervisory skills. Proven people and project management abilities.

Technical and Information Skills

- Possess a wealth of experience in Biomaterials engineering, particularly the characterisation and processing of Titanium, Aluminium and Nickel alloys. Broad-based structural and mechanical engineering background, gained in industry.
- First-class research and analytical skills, capable of interacting at all levels to devise innovative solutions in a research/industrial environment.
- Excellent knowledge of operating systems (MS-DOS, WINDOWS) and software applications including MS-OFFICE-PRO, AutoCAD 2000, MS PROJECT, LOTUS, and several crystallographic simulation/determination software packages.
- Wide range of Internet search skills and a good working knowledge of web page publishing, including the use of Macromedia Dreamweaver and Fireworks.

Qualifications

1998 – 2002 **PhD in Biomaterials**
Faculty of Engineering, University of Nottingham

Project: **Aqueous sol-gel derived titania and modified titania for biomedical applications**
My area of research involved the synthesis and characterisation (bulk and surface) of aqueous sol-gel derived modified metal oxides for biomedical and other applications. Techniques included: TEM, RHEED, XRD, EXAFS, AFM, SEM, and XRF, ICP.

1994 – 1998 **B.Eng Honours Materials Engineering 2:1**
University of Loughborough

Gained Institute of Materials prize for final year research project.

Professional Development

Recent training courses attended include:

- Introduction to Publishing Web Pages – ITrain Computer Training Ltd
- Career Development for Research Students – CRAC
- Basic Web Publishing; Word for Long Documents – University of Nottingham
- Communication and Presentation Skills; Effective Teamwork; Supervisory and Coaching Skills – University of Nottingham

Graduate Member of Institute of Materials and keen participant in IM activities.

References available on request

Comments on PhD CV looking for a non-academic job

Career Objective/Personal Profile

If you decide to include this section, ensure that it is concise, relevant and has impact. If you are going for more than one type of job you will need a different 'career objective' section for each career area.

Work History

In your work history/professional experience section give job and employer titles, a short description of the work you did, and if possible, some examples of your achievements in that role. You do not need to include full addresses for your employers, or salary details.

Skills

It is especially important to include a convincing skills section on your CV if you wish to make a sideways move in your career, or branch out into a new area of employment. Analyse your target jobs carefully and only highlight skills that are central to those roles.

Research Degree

The amount of detail you include on your CV about your PhD will depend upon how recent it is, how relevant the subject matter or techniques used are to your target job area, and how much work experience you have. Any research position will require quite in-depth information on a recent research degree. Consider including a short description of the project, research techniques used, and results. Names of supervisors and funding details may be relevant. Decide what exactly you are trying to sell about your PhD (and postdoctoral research experience) – is it your subject knowledge, your research expertise, the skills you have developed – or all of these?

Other Qualifications

Relevance is important. Awards or prizes gained are worth mentioning, as are any significant research projects undertaken.

Professional Development

Recent examples of training courses and other personal development experiences demonstrates commitment. Any involvement with a professional body is also worth recording, as it shows that you are a keen and active member of your profession.