FIRSTNAME LASTNAME

Location (City, Country if applicable) | Mobile | Email | LinkedIn

# PROFILE

A personal profile is a statement, around 3 to 4 lines long, at the beginning of your CV, which summarised your skills, accomplishments and achievements; the experiences make you stand out as a candidate. Use this section to grab the recruiter’s attention and make them want to know more. State your career objective but only if this needs clarifying for the recruiter (e.g. if you’re making a career change or sending to an external recruiter). You can find additional guidance on CV profiles [here](https://www.linkedin.com/pulse/how-write-attention-grabbing-cv-profile-statement-tom-ellis).

# 

# EDUCATION

## University of Birmingham Date from to (month/year)

## Degree type and subject e.g. BSc (Hons) Business Management

* Grade achieved
* Key Modules: select a few modules most relevant to your target job – include grades if impressive
* Selected Projects: highlight practical individual or group work you’ve completed
* Dissertation: [Title of dissertation] - only if relevant
* Prizes and Awards: add context so the recruiter understand why this was a major achievement; you could do this by indicating whether you were the only one to receive it out of your cohort

**College/School Date from to (month/year)**

**A Levels/BTEC:**

**GCSEs:** Don’t list them all; just summarise

# EXPERIENCE

**Job Title Organisation Date from - to (month/year)**

*Brief description of the company if not well known e.g. type of business and size*

* All experiences are valid including overseas experience, part-time jobs and volunteering
* Write achievement orientated bullet points that best illustrate the skills relevant to your target role
* Consider the order of your bullet points; those that describe experience which matches the job description come first
* Show impact and results, not just responsibilities. Quantify impact using numbers wherever possible
* Use numbers to describe scope and scale (how much, how many, how often)
* Start each bullet point with a strong verb e.g. Led, Analysed, Presented. Other examples [here and below](https://resumeworded.com/action-verbs)
* Analysed sales data across 19 products and identified a 20-30% decline in November; recommended launching a sales promotion campaign which reduced losses in 3 major categories

**Job Title Organisation Date from - to (month/year)**

*Brief description of the company if not well known e.g. type of business and size*

* Continue with the same style of bullet points using the Verb, Action, Result format. You could also use the structure that Google recommends; "Accomplished [X] as measured by [Y], by doing [Z]
* If you’re other experiences aren’t so directly relevant to the role, construct bullet points to demonstrate transferable skills
* For example, if you want to demonstrate teamwork then construct a bullet point like this one below
* Collaborated in a team of 5 people to design a new App; persuaded my colleagues to use a more user-friendly prototyping tool which helped us to work quickly and deliver our presentation on time
* Notice from the bullet point example above that results don’t always have to be quantitative; think about the impact you’ve had on the teams you’ve been involved with

**Job Title Organisation Date from - to (month/year)**

*Brief description of the company if not well known e.g. type of business and size*

* Consider how many bullet points to write for older experiences; avoid repeating evidence for skills you’ve already demonstrated
* Part-time jobs can provide good evidence of teamwork skills, communication skills and demonstrate the ability to work under pressure and manage your time; if you don’t have a lot of experience then evidence the transferable skills you’ve used to be successful
* If you have a lot of experience, you can add your part-time job, but you might only need one bullet point e.g. like this one below
* Managed 4 busy evening shifts a week during my studies, delivering a high standard of customer service
* You don’t need to bullet point everything so if you just want the recruiter to know that you’ve been working during your studies and the job title is self-explanatory then just keep the Job Title, Organisation and Dates

# EXTRA-CURRICULAR ACHIEVEMENTS

# If you have engaged in student societies, sports teams, volunteer work outside of work and study then graduate employers like to see this on a CV. If you have held positions of responsibility like Student Representative, Team Captain etc... include this in this section. Change the section heading to reflect your experiences.

**Job Title / Position / Activity Name Organisation Date from - to (month/year)**

* Achievement orientated bullet points to show the impact you had on your team, group, society, organisation or what you achieved as an individual. Example below:
* Led the training of 5 new members of the team; created a peer feedback system to encourage communication and encourage people to learn from each other which improved match day results

**Job Title / Position / Activity Name Organisation Date from - to (month/year)**

* Explanation of what you did and relevant skills developed/impact of experience.
* Show impact and results, not just responsibilities. Quantify impact using numbers wherever possible
* Start each bullet point with a strong verb e.g. Led, Analysed, Presented. Other examples [here](https://resumeworded.com/action-verbs)

**Job Title / Position / Activity Name Organisation Date from - to (month/year)**

* Explanation of what you did and relevant skills developed/impact of experience.
* Show impact and results, not just responsibilities. Quantify impact using numbers wherever possible
* Start each bullet point with a strong verb e.g. Led, Analysed, Presented. Other examples [here](https://resumeworded.com/action-verbs)

# SKILLS AND INTERESTS

Languages: If you speak additional languages write them here

IT Skills: Technical skills relevant to job e.g. specialist industry software used, programming languages

Interests: Interests can help Hiring Managers (the people who will interview you as you progress to the later stages of the selection process) to get to know you as a person and figure out if you would fit in the team. This section is optional but if you include it avoid writing about activities that people typically enjoy like ‘travelling’ and only write about interests you can talk about in a conversation.