May Blossom (CV should be TWO sides only)

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**Profile**

(adjective) (1st/2nd/final year) undergraduate studying ...., with (relevant skills in...) and experience in...) and (proven ability/interest in...). with a strong ambition to forge /develop/pursue a career in/as... Now seeking an/a (under)graduate position/internship/work experience in/as...

***(Do not copy the above – it is there to give you an idea of how to approach this section. Just be clear and informative)***

**Key skills and abilities** (optional - but can be useful to highlight your skills, especially if you do not have much relevant work experience. Can be combined with Achievements ie ***Key skills and achievements)***

Address the most **important criteria/requirements from the job ad/person specification/job role.** Each of these might be a skill, a personal attribute, experience, or knowledge. Show how you ***match*** their requirements. Give concrete evidence from one or two specific examples from your past experience – both work experience and your academic work. These might include for example; -

* specific knowledge, experience or competence
* Research and project management skills
* Relevant technical/practical skills
* Leadership/team management
* Problem solving skills
* Transferable skills eg communication skills, time management, attention to detail, reliability, flexibility

**Achievements** (see above)

Any awards, prizes, scholarships?

Duke of Edinburgh Award?

Anything else?

**Education and qualifications**

|  |  |  |
| --- | --- | --- |
| **Aberystwyth University**  Dates (start and finish)  **School/college**  Dates (when qualifications obtained) |  | **Degree name ...**  Predicted grade 2;1 or whatever  Modules studied include (choose the most relevant) Highlight notable achievements   * Xxx * Xxx * Xxx * Dissertation topic/ info   ***University work should take more space than earlier stuff***  A Levels or equivalent, titles, grades  10 GCSEs C and above including Maths and English (or relevant) NO LONG LISTS!  ***\*White out lines on all tables when you finish*** |

**Other qualifications** (*or* ***Further training***)

**Relevant work experience**

Include unpaid work, work for family business, own business/service, voluntary work/community work etc.

|  |  |  |
| --- | --- | --- |
| **Place of work**  Dates  **Place of work**  dates |  | **Job Title**  State main duties and responsibilities. Emphasise skills utilised and developed in this role. Highlight achievements. ***Refer back to the job description and be relevant***   * .... * .... * ....   **Job title etc**  ***\*White out lines on all tables when you finish*** |

**Other work experience**

Set out as above. Do not give as much space to jobs which are not relevant. Highlight ***relevant*** skills gained. Summarise non relevant casual work experience if you have a lot of it. eg

|  |  |  |
| --- | --- | --- |
| **Retail**  2009 - 2012 |  | **A range of part time jobs in high street shops throughout my degree**  State typical roles. Highlight relevant skills   * .... * .... * .... |

**Other Skills**

* IT – be specific on what you can do, including subject specific software/social media expertise
* Technical, practical skills ( eg use of equipment, ability to drive, relevant physical skills)
* Languages
* Other ‘Hard skills’ – ie anything measurable you haven’t mentioned already)

**Other information** (or use own heading eg positions of responsibility, community engagement etc )

In case there is something that does not fit anywhere else -

**Interests**

Write in first person narrative and tell a ***brief,*** interesting/memorable story.

**Referees** (2)

Name, position, organisation, address, tel., email (ask permission first – ***at least one academic)***

**Notes**

***It is essential that you throw out any old CVs you have and start again.***

This template may be adapted to suit. For example, the order of sections may vary, or you may need to add other sections, and you can change the design according to taste – but make it look attractive and professional.

**DO**

* Use tables to format your CV – but white out the lines.
* Pay attention to the visual impact and design.
* Put the most important information on page one.
* Write more about your university course than your earlier education. Highlight relevant modules and achievements.
* Write each section in reverse chronological order – most recent first.
* Place relevant experience *before* other experience.
* Give less space to non relevant experience and summarise if necessary.
* Put voluntary/unpaid experience into work experience section.
* Use further sections if you need to, for impact.
* Use at least one academic referee.

**DO NOT**

* Write ‘Curriculum Vitae’ or other pointless headings eg ‘address’.
* Use an unprofessional email address
* Use tiny fonts/silly fonts.
* Write a very long narrative.
* Go over TWO sides.
* Write in the first person except in the ‘Interests’ section and possibly ‘Profile’
* Mix up ‘Relevant’ and ‘Other’ work experience.
* Write a long list of GCSEs
* Go over TWO pages.
* Make any mistakes of spelling, grammar, word use.
* Use your school CV!

**Covering letter**

Do set out your letter properly and professionally. See [www.aber.ac.uk/careers/covlet](http://www.aber.ac.uk/careers/covlet)

**Resources**

[www.aber.ac.uk/careers/cvs](http://www.aber.ac.uk/careers/cvs)

[www.prospects.ac.uk](http://www.prospects.ac.uk)

**Get it right!**