

This is an example. Your CV can differ in style from this, but must:

1. Be in Word format;
2. Not be longer than 2 A4 pages; and
3. Include the following elements:
 - a. Your name
 - b. Personal information
 - c. Professional experience
 - d. Education
 - e. Additional skills & interest
 - f. References
4. ONLY information specific to YOUR achievements and experiences

Jane Doe

CURRICULUM VITAE

PERSONAL INFORMATION

Address: 1 Manor Drive, Kempston, Beds, MK42 7AB
Tel: 01234 567891
Email: jane.doe@outlook.com

PROFILE

Include a brief statement about your headline strengths. This is an opportunity to flag your skills and interests and is not to be confused with a cover letter.

If any of the below apply to you then you **must** also cover them in this section:

1. **You are applying for a role that is a significant distance from where you live** – ensure you mention how you will overcome this e.g. financial support from parents, family member local to the role that you will stay with, etc.;
2. **You have left, or will be leaving, university without completing** – include this here with a short explanation;
3. **You did not meet your predicted grades due to extenuating circumstances**, such as long term illness; unavoidable family circumstances (caring for siblings or parent etc.); bereavement – you are not expected to go in to great detail, but if you wish to be fairly considered against others that *did* meet the grades, then you must help the employer to understand why you did not.

PROFESSIONAL EXPERIENCE

Include as many paragraphs as necessary in this section (see examples below) to describe each of your job/volunteer/work experience roles. If you have no or limited work experience that's fine, just make the most of the 'additional skills and interests' section.

April 2015 to date: Most recent job/volunteering/work experience role

Responsibilities include:

- Include elements of the role that showcase your strengths.

Dates: All roles in this format in descending date order

Responsibilities included:

- Include elements of the role that showcase your strengths.

EDUCATION

Include your qualifications and grades using the same format as in the examples below (these must be your own subjects and the relevant achieved/predicted grades for each). Please start the list with your most recent qualification/s and include the titles NVQ, BTEC etc. where relevant.

- **A Levels – completing in 2016**

Predicted grades:

Law – A

English Language – B

History – C

- **AS Levels – achieved in 2015**

Law – B

English Language – B

History – C

Psychology – C

- **GCSEs – achieved in 2014**

English Lit & Lang – BB

Maths – B

French – A

*Dbl Award Science – A*A**

History – B

Resistant Materials Tech – B

Art & Design – A

*RE – A**

ICT GNVQ Intermediate – Pass

ADDITIONAL SKILLS & INTERESTS

Include anything that could demonstrate commitment, perseverance or give you added value when comparing you to someone else with the exact same grades as you or if you don't have any relevant work experience.

Volunteer experience, the fact that you have been head girl/boy, are part of a team/group, play an instrument, a description of your community involvement, work placements, coursework, personal projects, other education and training outside of school, and extracurricular activities can all be highlighted to show your suitability (volunteer experience and work placements can also be included in the work experience section). Briefly explain what you did for key activities and what you learned. Be sure to also include any achievements and endorsements.

Examples:

- *I hold a full, clean UK Drivers Licence.*
- *I have been doing ballet since I was 5 years old and played the lead role in our last production 'Swan Lake' in December 2015. This has given me a lot of confidence and I really enjoy being part of the dance troupe and working with others.*

REFERENCES

Include two referees (name, role, company, contact details and brief description of your relationship – as in the example below) or a line to state that references are available upon request.

Simon Smith

Partner

Kempston Solicitors

s.smith@kepstonsof.co.uk / 01234 844 300

I worked with Simon during my two week work experience placement at Kempston Solicitors in June 2016.