

Tom Jones

Term Time:

(Only include both if you feel it helps, eg for vacation work)

House number and street

District

Town

Post code

Tel number (who will answer?)

Vacation:

House number and street

District

Town

Post code

Tel number

E-mail: (make sure it's sensible)

Work permit status (optional)

PROFILE (or CAREER OBJECTIVE)

(optional, this information could form part of your covering letter)

Two or three sentences maximum about you (and what your objectives and ambitions are). Key points that summarise YOU – skills, knowledge and experience (not exact details that comes later). You can say you are proficient in xxxxx, experienced in xxxxxxxxx, within a framework of the kind of person you are (team player, personable, enjoy a challenge, a self starter etc). *What you say here has to be backed up by what is in the body of this CV.*

EDUCATION

2009 –

University of Southampton

BSc Degree Name, predicted grade

Summarise key areas of study, emphasising any particular areas of interest and projects. You are a specialist and you want this to come across.

9999 – 9999

School/college name

A levels with grades

9999 – 9999

School name

XX GCSEs grade y –z, including English - k and Maths – l

RELEVANT WORK EXPERIENCE

Dates

If possible highlight any computing work you have by having a separate section for it. Include all you can, voluntary or paid.

If they are relevant to the job you are seeking, it is sensible to include details of all computing languages, skills, computing experiences you have gained on the front page, linking them to your degree, your work experience or using a separate heading.

No more than two pages of A4, use tab key to align typing. A CV is a marketing document, it should **inform** through **evidence** and **persuade** an employer to see you - make sure it is easy to read and has visual impact.

Make sure page split is between items.

OTHER WORK EXPERIENCE

(most recent first)

Dates

Company name, town

Brief description of job including role, responsibilities, focus on skills learned, not just duties. Can use bullet points and action words, eg:

- Prepared, organised, developed
- Participated in
- Responsible for
- Introduced, co-operated with

Dates

Company name, town

Try to emphasise different points for each role to avoid repetition.

- Time management
- Customer care

You can adapt the titles of these sections to fit your mix of skills, achievements, responsibilities, activities, interests.

SKILLS (it's helpful to include an indication of competency)

IT skills: An alternative location for your computing skills, specialist knowledge, etc. Include basics such as Microsoft Office.

Teamwork (or Communication, Leadership, etc): can be covered as separate headings or worked into work experience, interests, positions of responsibility, etc.

Any other headings you would like to include, eg:

Languages: Competent Spanish, basic conversational French

Driving Licence

INTERESTS AND ACHIEVEMENTS (Sports, Clubs, DofE, Gap Year, etc.)

Use this section to include items not covered elsewhere which demonstrate the kind of person you are. Show roles, responsibilities, skills, enthusiasm, commitment, events organised, challenges - not just a list.

REFERENCES

Two referees, one academic tutor and one work experience or personal if you have not done any work experience. Get permission and keep them informed about your aims and progress. If no space, 'Referees available on request'.

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