**[Forename Surname]**

[Address Line 1, Address Line 2, Address Line 3, Postcode]

[Email address, Mobile Number, LinkedIn]

**EDUCATION** Reverse chronological order

[YYYY-YYYY ] **The University of Manchester**

**[Degree Title]** include BA / BSc / MEng, etc. (Hons)

First year result: [xx] %, Second year result: [xx] % as appropriate

* [Insert text]; Avoid lists of modules. Think about what’s relevant to the company you’re applying to. Mirror their language and requirements of the role. Keep in note form.
* [Insert text]; Maybe include 1 bullet that demonstrates your **knowledge**, e.g. theories / models / approaches; 1 that demonstrates your **transferable skills**, e.g. influencing skills, analytical skills, presentation skills; and 1 bullet that demonstrates your **IT skills**, e.g. MATLAB, SAGE, SPSS, Excel.
* [Insert text]; Project/Group work is always a positive example. Start with a strong verb. Say what YOU did, why that was important / useful, and any skills you used or developed. Quantify if possible, e.g. ‘team of 5’, ‘87% faster’. **Project work can also be part of your Relevant Experience section if you wish.**

YYYY - YYYY **[Name of School or College]**

* A-Levels: [Insert text] List A-levels / equivalent and grades, e.g. Maths (A\*), Chemistry (C)
* GCSEs: [Insert text] Summarise GCSEs, only highlighting the relevant ones, e.g. 11 A\* - B including English, Maths and Science

**RELEVANT EXPERIENCE**

MM YY – MM YY **[Name of employer/institution]**

**[Role Title]**

* [Insert text]; Avoid a list of duties. Think about what’s relevant to the company you’re applying to. Mirror their language and requirements of the role. Start with a strong verb. Say what you did, why that was important / useful, and any transferable skills you used or learnt and how you developed these. Quantify if possible.
* [Insert text]; Make bullet points achievement and / or impact focussed.
* [Insert text];
* [Insert text].

Repeat as required.

**OTHER WORK EXPERIENCE**

MM YY – MM YY **[Name of employer/institution]**

**[Role Title]**

* [Insert text]; as above.
* [Insert text].

Repeat as required.

**POSITIONS OF RESPONSIBILITY** E.g. PASS / Peer Mentor / Student Rep, Sports Team, Society / Charity Committee Member / Volunteering

MM YY – MM YY **[Name of organisation/institution]**

**[Role Title]**

* [Insert text]; as above.
* [Insert text].

Repeat as required.

**ADDITIONAL SKILLS** E.g. IT / Languages / First Aid / Technical / Lab

**IT:** [Insert text] Include both technical skills / programmes learnt during course AND basic IT literacy skills such as Microsoft Office (specify which and how / when you’ve used them). If you can demonstrate a particular interest / proficiency in certain ‘in-demand’ IT, include it, e.g. if you’ve self-taught or completed an online course in coding / Python.

**Languages:** [Insert text] Include level of language skill, from basic / conversational to fluent.

**Driving:** Only include if relevant to job, e.g. ‘Full clean UK driving licence’.

**INTERESTS AND ACTIVITIES**

This doesn’t need to be connected to the role, although great if it is. Include info about societies involved in, sport, music, charity work or any other hobbies! Avoid anything too controversial, but something is better than nothing…it makes you a rounded individual.

**References available on request**