Your Name

your.name@email.com | 07700 900000 | Your town or city | linkedin.com/in/your-name

Degree subject graduate with experience in [area relevant to the job]

PROFILE

Two to four sentences written for the job you are applying to: what you are studying or have studied, the most relevant experience you have, and the one or two strengths the advert asks for that you can prove below. No first-person pronouns.

EDUCATION

BSc / BA Degree Subject, University Name

2:1 (predicted or achieved) | City | Sep 2022 – Jun 2025

- Relevant modules: list three or four that match the job
- Dissertation or final-year project: one line on the question, the method and the result

A Levels, School or college name

Subject (A), Subject (B), Subject (B) | Town | 2020 – 2022

EXPERIENCE

Job title, Employer name

City | Jun 2024 – Aug 2024

- Start with a strong verb, say what you did and add a result: "Built an Excel tracker that cut weekly reporting time by two hours"
- Use numbers where they are true: customers served, money handled, people trained, targets met
- Mirror the words the job advert uses, but only for things you really did

Part-time job, volunteering or society role, Organisation name

City | Oct 2022 – Present

- Part-time and volunteer roles count: show teamwork, customer service, responsibility and reliability
- Two to four bullets per role is plenty; put the most relevant first

SKILLS

Skill the job asks for, Software, e.g. Excel (pivot tables), Language and level, Another evidenced skill

ACHIEVEMENTS AND INTERESTS

- One or two lines that show something about you: a prize, a sport at a competitive level, a fundraising total