Your Name

Address: enter your full postal address (optional)
Telephone: add your personal phone number (ideally, a mobile number)
Email: use your personal email address

PERSONAL PROFILE

Use this section to explain who you are, highlight your interest in the position and demonstrate why you're a perfect fit for the role in a few sentences. Be sure to mention what you do and to list your years of experience in the field and your key areas of expertise. You should also refer to personal qualities/skills that you possess and explain what makes you different from the other candidates (eg: problem solver, energetic, etc), and don't forget to include keywords to make it more relevant to the position you're applying for.

Your summary should talk about your current situation in a way that encouraged employers to review your application, so make sure that you highlight what your main professional skills and long-term goals are.

EDUCATION

As a recent graduate, you won't have much work experience to talk about, so you'll, therefore, need to focus on your education instead. Start by listing your qualifications from high school upwards and include your grades (only if they are high enough). There's no need to include the course modules you took or go any further back from high school.

BA (Hons) 2:1, Title of Degree – Dates/Duration of Studies
Name of the University/Institution

- You can mention any special achievements or goals you achieved while studying as well as any awards you received or seminars you attended.
- You can also talk about projects that you took part in or your thesis/dissertation, accompanied by a small summary of what it was about.

A Levels, Dates/Duration of Studies
College Name
Location

Subjects Studied: Grades Obtained

GCSEs, Dates/Duration of Studies
College Name
Location

Subjects Studied: Grades Obtained

KEY SKILLS

You can divide this section into soft (transferable) and hard skills – skills which are necessary to succeed in the specific job and industry. Soft skills can include communication, teamwork, leadership, organisational, problem solving, decision-making, project management and computer skills. Hard skills can include the ability to use software like Photoshop or being familiar with a programming language like HTML. However, it's important to match your skills to the ones outlined in the job description.

Don't forget to provide evidence for these skills by using real-life examples. You can draw from your workplace, university and volunteering experiences and even hobbies or anything else that you think can help you to add more depth to your capabilities.

WORK EXPERIENCE

If you don't have much work experience to talk about, you should consider including any unpaid or part-time jobs, voluntary work, internships or work placements here. Aim to include only your most relevant experience and anything that will help you make a good impression on employers.

Dates of Employment – JOB TITLE (when writing dates, only use the month and year, eg: September 2014 – March 2016)
Company Name
Location

Responsibilities/Duties:

• Describe what your responsibilities were in the position.
• Provide examples of how you made a positive contribution to the company, and talk about your achievements.
• Include numbers, statistics, facts and other information to prove the value you can provide as an employee to the company.

HOBBIES/INTERESTS (OPTIONAL)

Including this section on your CV is entirely optional and serves to help employers get a sense of who you are. Aim to associate your hobbies and interests to the position you're applying for in a way that demonstrates certain skills you possess which can be used to succeed in the role. If you do choose to include this section, avoid clichéd statements like watching TV, hanging out with friends, etc – these are not hobbies.

OTHER CREDENTIALS (OPTIONAL)

This section should be used to list any awards you received and can also include relevant seminars you attended, books and articles you published, training you undertook, courses you completed and anything else you feel is worth mentioning.

REFERENCES

While including references on your CV is optional for mid-level positions, it is essential for students and graduates applying for an entry-level position as it helps employers begin the evaluation process. However, do avoid including the line 'References Available upon Request' as employers expect you to be able to provide references and it also wastes valuable space on your CV. Alternatively, you can create a separate document for your list of references.

Make sure to only include referees who know you well and who can vouch for your skills and qualities. Provide two references: an academic reference, eg: a tutor or project supervisor; and an employer or someone who has supervised you in some way (eg: a teacher, sports coach, choir conductor, etc) or a family friend who has known you for years. Make sure to seek your references' permission before listing their contact information here.

Name of Referee	**Name of Referee**
Job Title/Position	*Job Title/Position*
Name of Institution	Company Name
Postal Address	Postal Address
Email Address	Email Address
Telephone No.	Telephone No.