

## Sample CVs

This document contains a selection of sample CVs to help you with your own CV. It is intended to provide you with ideas. The CVs are not templates and should not just be copied. It is important you tailor your CV for the job you want and according to your own experience.

We recommend that you use the many resources available at the Centre for Career Development and on the web to assist you. For more information look at the ***Applications*** section of our Web site or come in and talk to our information staff who can help you locate relevant material.

If you are writing your CV for the first time or revising it, we expect you to use all our resources for guidance, not just this leaflet, before arranging to get some feedback from a Careers Adviser.

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Contact us at:

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Email: [ccd-enquiries@nottingham.ac.uk](mailto:ccd-enquiries@nottingham.ac.uk)

Website: [www.nottingham.ac.uk/careers](http://www.nottingham.ac.uk/careers)

## **The Traditionally presented CV**

### **Anthony Smith**

**Home address:** 4 My Mothers Road, Middle Town, M12 34N

**Term address:** Flat 1, Inner City Road, University Town, U89 76V

**Telephone:** 00 00 123456

**Email:** [A.Smith@hotmail.com](mailto:A.Smith@hotmail.com)

**Date of Birth:** 01/05/1982

### **EDUCATION**

1999-2002

#### **The University of Anytown**

BSc (Hons) Biological Sciences (2:1)

- Specialised in Animal Science. Main modules included Biochemistry, Endocrinology, Cardiorespiratory Physiology, Lactation and Indigestion, Biotechnology and Reproductive Physiology.
- Final year project: Determining the precise time of ovulation in a pig in order to enhance the efficiency of artificial insemination

1993-1999

#### **Middle Town 6<sup>th</sup> Form College**

A Levels: Biology (B), Chemistry (C), English (C)

GCSEs: 8 GCSE's A-C

### **WORK EXPERIENCE**

Summer 2001

#### **Catering Assistant at R.Owdside Ltd**

- Prepared food and served customers as part of a team of six
- Gained experience of dealing with members of the public
- Worked quickly and reliably under pressure

Summer 2000

#### **Lab Technician with Labs R Us**

- Carrying out routine tasks accurately to produce reliable and precise data
- Following strict methodology to carry out analyses
- Recording and interpreting results and presenting to supervisor

### **POSITIONS OF RESPONSIBILITY**

- Captain of badminton team at University. Organised fixtures, practices and social events.
- Involved in first year Buddy schemes which entailed being responsible for a small group of first years, ensuring they settled in.
- Course representative for final year students. Involved representing interests and problems of students to staff in meetings

## ACTIVITIES/INTERESTS

- Sport: I have been a committed member of the badminton team throughout university
- I enjoy aerobics and cross country skiing
- Travel: I enjoy experiencing new cultures and have travelled to various parts of Europe and America.
- Other: Italian films, Modern Literature, watching football.

## SKILLS

- Driving: Full clean licence
- IT: Familiar with Word, Excel and Windows
- Languages: Basic French and Italian

## REFEREES

Dr E.C Lifenot  
Department of Academic Studies  
University of Anytown

Mrs Sue Pervisor  
R.Owdside Ltd  
Middletown

### Commentary

- The traditionally presented CV has a clear and logical order. Many people feel comfortable creating this format as it adheres to the key areas of information usually required in making a job application.
- It is important to avoid making this style of CV into a bare list or inventory of what you did and when. As our introductory notes say on the opening page of this leaflet, you need to give a strong impression of what you got from your experiences in terms of achievements, skills and knowledge acquired, and a sense of how far your involvement went.
- The main drawbacks of this style of CV are that it doesn't really allow you to target your experiences towards the kind of job you are trying to get. If you wish to do this, then you may want to consider either a skills based CV (see next example) or a targeted CV (see further examples on our website: [www.nottingham.ac.uk/careers](http://www.nottingham.ac.uk/careers). Select Applications and CV's.

## **The Skills based CV**

# **Anthony Smith**

**Home address:** 4 My Mothers Road, Middle Town, M12 34N

**Term address:** Flat 1, Inner City Road, University Town, U89 76V

**Telephone:** 00 00 123456

**Email:** A.Smith@hotmail.com

**Date of Birth:** 01/05/1981

## **EDUCATION**

1999-2002                      The University of Anytown

                                    BSc(Hons) Biological Sciences (2:1)

- Specialised in Animal Science. Main modules included Biochemistry, Endocrinology, Cardiorespiratory Physiology, Lactation and Indigestion, Biotechnology and Reproductive Physiology.
- Final year project: Determining the precise time of ovulation in a pig in order to enhance the efficiency of artificial insemination

1993-1999                      Middle Town 6<sup>th</sup> Form College

                                    A Levels: Biology (B), Chemistry (C), English (C)

                                    GCSEs: 8 GCSE's A-C

## **SKILLS PROFILE**

### **Communication Skills**

- Prepared and conducted 4 assessed 20 minute presentations to my tutor group as part of my course using PowerPoint
- Developed succinct Report Writing Skills through project assignments
- Learnt to speak efficiently in formal meetings through my course representative duties
- Experience of dealing effectively with a wide range of customers through working at R.Owdside and W.E. Employlots of students

### **Teamwork**

- Developed team leading skills, including motivating team members, and encouraging good performance through my role as captain of University badminton team
- Learnt how to listen to the needs of others and provide support through my involvement in the first year Buddy Scheme
- Gained insight into how teams can develop strategies to deal with problems through participating as a team member in project assignments as part of my course

### **Personal Organisation and Time Management**

- Learnt the importance of prioritising competing demands at busy times by setting myself achievable goals
- Learnt to delegate organisation of training rota to other members of the badminton team when I had academic deadlines to meet
- Adapted successfully to shift work at R.Owdside Ltd

## WORK EXPERIENCE

|             |  |
|-------------|--|
| Summer 2001 | Catering Assistant at R.Owdside Ltd              |
| Summer 2000 | Lab Technician at Labs R Us                      |
| Summer 1999 | Sales Assistant with W.E. Employlots of Students |

## POSITIONS OF RESPONSIBILITY

- Captain of badminton team at University. Organised fixtures, practices and social events.
- Involved in first year Buddy schemes which entailed being responsible for a small group of first years, ensuring they settled in.
- Course representative for final year students. Involved representing interests and problems of students to staff in meetings

## ACTIVITIES/INTERESTS

- Sport: I have been a committed member of the badminton team throughout university. I also do aerobics and cross country skiing
- Travel: I enjoy experiencing new cultures and have travelled to various parts of Europe and America.
- Other: Italian films, Modern Literature, watching football.

## SKILLS

- Driving: Full clean licence
- IT: Familiar with Microsoft Office
- Languages: Basic French and Italian

## REFEREES

Dr E.C LifeNot  
Department of Academic Studies  
University of Anytown

Mrs Sue Pervisor  
R.Owdside Ltd  
Middletown

### Commentary

This style of CV can be useful in the following circumstances:

- When the role you are applying for requires a particular set of skills, this style allows you to be specific in giving evidence that you possess these skills by writing a skills profile in this way.
- It can be good for helping you to move out of a particular functional background into a role requiring more general skills – e.g. if you are an engineer or scientist who wants to move into management.
- If you don't have much work experience, a skills profile can illustrate how you have developed skills through academic work, interests and other extra-curricular activities.

The common pitfalls of doing skills-based CV:

- DON'T COPY THIS EXAMPLE WORD FOR WORD – your CV has to reflect YOUR skills and how they relate to the job or role you are applying for
- Don't make a claim about possessing a skill if you can't back it up with concrete evidence of how, where and to what extent you can use it.

## **A TECHNICAL CV**

### **Anthony Smith**

**Home address:** 4 My Mothers Road, Middle Town, M12 34N

**Term address:** Flat 1, Inner City Road, University Town, U89 76V

**Telephone:** 00 00 123456

**Email:** [A.Smith@hotmail.com](mailto:A.Smith@hotmail.com)

**Date of Birth:** 01/05/1982

#### **EDUCATION**

**1998 – 2002**

##### **The University of Anytown**

Meng Electrical and Electronic Engineering

- Modules include:
  - Circuit design and analysis
  - C and C++ programming
  - Assembly language
  - CAD packages: AutoCAD and workview
  - French Language
  - Company organisation and Business Law

**1996 – 1999**

##### **Middle Town 6<sup>th</sup> Form College**

A-Levels: Physics (A), Maths (B), Chemistry (C)

GCSE's: 8 GCSE's A-C

#### **I.T SKILLS PROFILE**

- Hardware installation experience: network cards, graphics cards, hard and floppy disc drives, printers and scanners
- Software expertise: Visual Basic, Borland C and CTT, Windows '98 and 2000, Office '97, Paint Shop Pro 5, Sound Forge 4, AutoCAD, Workview, ECAL (Z-180 assembler)

#### **RELEVANT WORK EXPERIENCE**

**Summer 2000**

##### **Supertechnologies Ltd**

Assistant Software Developer

- Worked as part of a team of Software Developers on a large project for a bluechip company.
- Given responsibility for deciding on and creating specific parts of package

##### **Learning Points**

- How to programme in Visual Basic
- How to adapt IT skills to a professional environment
- Effectively liaising with clients
- Working effectively as part of a team
- Adapting to full-time working hours

## OTHER WORK EXPERIENCE

**1996 – 2002**

A variety of part-time and vacation work including:

- Good Catering Co – Cooked and served food, managed stocks for stands at sporting and music events.
- Pizza to Go – Cooked and served food and managed delivery timing using a restricted number of drivers.
- Co-op Wholesale Society – Merchandised delicatessen cabinets and managed stock levels.

## POSITIONS OF RESPONSIBILITY

- Captain of badminton team at University. Organised fixtures, practices and social events.
- Involved in first year Buddy schemes which entailed being responsible for a small group of first years, ensuring they settled in.
- Course representative for final year students. Involved representing interests and problems of students to staff in meetings

## ACTIVITIES/INTERESTS

- Sport: I have been a committed member of the badminton team throughout university
- I enjoy aerobics and cross country skiing
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- Other: Italian films, Modern Literature, watching football.

## REFEREES

Dr E.C Lifenot  
Department of Academic Studies  
University of Anytown

Mrs Sue Pervisor  
R.Owdside Ltd  
Middletown

### Commentary

- If you have studied a technical degree which is directly relevant to the type of work you are applying for, then an employer will be interested in knowing about the key components of your degree. It is a good idea to and present a concise and factual profile like this one.
- If you have had some relevant work experience, for example as part of your degree through a placement, or in a vacation, then think about placing it prominently on your CV. Other, non relevant work experience is likely to be of lesser interest to the employer if you are applying to a sector of work where your work experience is related.
- If you are coming from a technical degree background, but not applying to a related work area, then you might want to consider doing a skills based CV.

## **Law Student CV applying for Training Contract /Law Vacation Placement**

### **Ed Mann**

**Address:** 16 Anyway road, Cinderhill, Nottingham, NG11 4BD (*term-time and vacation*)  
**Telephone:** 0115 966 7894 or 07777 000 009  
**E-mail:** mail@guitarmann.co.uk

**Date of Birth:** 30<sup>th</sup> June 1983      **Nationality:** British

### **CURRENT EDUCATION**

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- University of Nottingham, Law Degree (LLB)      from September 2002, graduating in June 2005

|  |                  |                       |
|--|------------------|-----------------------|
| <b>1<sup>st</sup> Year – overall average</b> | <b>74%</b>       | <b>1<sup>st</sup></b> |
| Understanding Law                            | 78%              | 1 <sup>st</sup>       |
| Constitutional Law                           | 75%              | 2:1                   |
| Law of Contract 71%                          | 2:1 <sup>t</sup> |                       |
| Law of Torts                                 | 71%              | 1 <sup>st</sup>       |

2<sup>nd</sup> year modules for 2003-4: Commercial Law, Land Law, EC/EU Law and Criminal Law.

(Enter 2nd year marks too, if sending off CV after semester exams in January)

### **1995 – 2002 Bolton School, Bolton**

A Levels: Maths (A) Chemistry (A) and Physics (A)  
AS Level: Religious Studies: Ethics (A)  
Key Skills: Communication, IT and Application of Number (units: 3 passes)  
GCSEs: 12 subjects all at grade A\*

### **ACTIVITIES, INTERESTS AND POSITIONS OF RESPONSIBILITY**

- Careers Representative of University Law Society 2003-4**  
My position involves organising careers talks, presentations and helping to arrange social events such as the law ball. I also participate in 'Skillegal' legal skills workshops.
- Pro Bono Group 2002 - 2004**  
Lead a team of six to organise and manage legal presentations, delivering legal information to schools. In addition, I am a student member of the Solicitors Pro Bono Group.
- Human Rights Conference Committee 2002-3**  
Played a key role in organising the 2004 international Human Rights Student Conference held at the University. Succeeded in attracting eminent international speakers on a range of topics. Positive feedback was received from the School of Law, stating it was the most successful conference to date.

### **EMPLOYMENT / WORK EXPERIENCE**

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|                          |  |
|--------------------------|--|
| March 2003 – Present     | Okocha Nolan Solicitors, Paralegal / Support (vacation work) |
| July 2000 – January 2003 | Agencies: Temporary Paralegal / Secretary                    |
| June 1999 – July 2000    | Jones & Co. Solicitors, Part Time Legal Secretary            |



### **Skills / Experience gained in the above positions**

- Currently specialising in both property (residential/commercial) and private client.
- Taking instructions, issuing proceedings, preparing bundles/disclosure, costing and billing.
- Using initiative in legal research – accessing and analysing cases, precedents and practice/procedure.
- Developing individually tailored service for clients, adapting practices using client feedback.
- Non-legal temporary work including secretarial/PA support in global professional services firm

September 2003

**KPMG / KLegal**

Leading Edge Vacation Scheme

- Commercial awareness: further insights into the wider business context in which firms operate
- Teamwork and presentation skills: delivering team presentation on aspect of business
- Interview technique and interpersonal skills: workshop developing interview / discussion skills

October 2001 – 2002

**Watts Insurance Company**

P/T Customer Service Advisor

- Supervisor within customer service call centre
- Performance monitoring: regularly reviewing personal performance against specific competencies
- Strong leadership skills: sensitive leadership, assisting, training, motivating and reviewing my team
- Presentation skills: giving presentation on people management in order to gain internal promotion

### **OTHER SKILLS AND ABILITIES**

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- IT: Office packages, Practice Management, Case Management Systems, online legal research.
- Driving: Full clean licence.
- Languages: French intermediate.

### **INTERESTS AND OTHER ACTIVITIES**

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- Travel Enjoy travelling and regularly visit Europe.
- Writing Write for 'The Advocate' – the magazine of University Law Society.
- Reading Keep up to date with current affairs and legal issues. I read The Lawyer and I regularly keep up to date by using online sources and by reading the New Law Journal.
- Leisure Walking / mountain biking.

### **REFEREES**

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**Mr S Allardyce** ( tutor), School of Law, University of Nottingham, University Park, Nottingham, NG7 2RD.

*Email:* Sam.Allardyce@nottingham.ac.uk *Tel:* 0115 921 2121 *Fax:* 0115 921 1212

**Mr J. Brown**, Head of Sixth Form, Bolton School, Chorley New Road, Bolton BW3 2FC

*Email:* jbrown@BS.ac.uk *Tel:* 0204 000 100

## Commentary

First year exam marks must be put onto the CV if you are applying for vacation placements before your semester exams in the January of your second year. They should be included if you also know your second year marks.

Firms want to see how you are performing all through the degree programme.

Firms want to see involvement in University activities.

If you can get legal experience all well and good – other experience is valid (commercial, community work etc)

Try and give detail of activities and not statements that are not evidenced e.g. "I developed excellent communication skills" Employers want to know what skills in what context.

## **Non Law Student CV for Training Contract/Law Vacation Placement**

### **Julie Jones**

DOB 17/12/1981  
75 Baker Avenue  
Godalming  
Surrey GU12 5NM  
Tel: 01222 999991/ Mob: 07777 999991

#### **EDUCATION**

**University of Nottingham** (2002-2005)  
• BA(Hons) History: 2:1 Expected

*(Commentary: PUT YOUR MODULE MARKS HERE FROM YEAR ONE & TWO. Law firms like to see your academic performance over the whole of the degree. Stating an expected degree grade will not suffice.)*

**Windy Hill Upper School, Godalming, Surrey** (1997- 2002)  
• A-Levels: AAB: Music, Sociology, History.  
• GCSEs: 5 A\*s, 5 As.

#### **EMPLOYMENT**

**International Sales and Export Administrator: Freight International, Godalming (Jul/Aug 04)**

- Managed sales of chemical and lab supplies to International Pharmaceutical Industries.
- liaised with overseas sales staff to clarify orders, delivery schedules, invoice and payments.
- Worked as part of a team of six to meet both companies targets and deadlines set by clients.
- Communicated effectively with International clients and overcame cultural and language barriers to ensure facts and information understood.
- Knowledge of legal restrictions and freight regulations essential when shipping chemicals overseas and preparing legally binding clauses.
- Obtained Home Office approval for export where applicable.

**Poole Law Courts: Fines Office, Clerical Assistant.** (July/August 03)

- Dealt with the administration of warrants, summons and fines.
- Shadowed a Legal Advisor in Magistrates Court.
- Observed legal argument.

**Tesco: Retail Assistant** (July/August 02)

- Worked efficiently in an often pressurised and busy environment to maintain excellent consumer relations.
- Operated tills and computer system.
- Used initiative to find solutions to customer problems in a calm manner.

*(Commentary: Law firms are interested in your work/voluntary experience, the level you worked at and your personal contribution. When reflecting on past events, think about what you did, how you did it and the outcome achieved. Do not worry if you do not have experience like the above. Law firms want to see that you have worked in a team, problem solved, communicated with others etc. Many experiences will allow you to demonstrate competence)*

#### **UNIVERSITY ACTIVITIES**

**Publicity Officer: University of Nottingham Wind Orchestra (05/2003- 06/2004)**

- Contributed to committee meetings every month for one year.
- Improved negotiation skills through discussing contentious issues with peers and committee members. These included the relationship with our conductor, fees and finances, concert venues and programmes, and the organisation of our annual tour.
- Managed all promotional issues - designed and distributed posters for concerts, t-shirts for tour and re-organised society web page.
- Developed new strategies to increase ticket sales.

**Social Secretary: University of Nottingham Wind Orchestra (05/2002- 05/2003)**

- Organised social events both at home and on tour in Paris including the Freshers' parties, end of year ball, and presentation evenings.

*(Commentary: All firms, including law firms, will expect to see you involved in activities at University. Again, such experience will develop you and the skills employers will be looking for. Again do not worry if you do not make it to an elected role!)*

## **VOLUNTARY WORK**

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**Emmanuel House, Nottingham                      Homelessness worker                      (11/02 – 6/03)**

- Provided Information and Advice to homeless persons
- Prepared food and befriended clients whilst they used the service
- Agreed work Schedule's with colleagues
- Assertive skills training

## **INTERESTS**

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**Great North Run Half Marathon, Robin Hood Half Marathon                      (03/2002 and 9/2001)**

- Achieved personal best in both events.

### **Music**

- **Recital Certificate in Flute Playing: Merit (11/2000)**
- **Grade 7 Piano: Merit (06/1999)**
- **Surrey Youth Wind Orchestra (1999-2002)**  
Represented Great Britain on tours to Italy and Canada.

## **COMPUTER LITERACY**

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- Regular PC and Internet user- confident in ability to grasp new skills.
- Literate in Windows 95, 98 & XP, Word, SAP and Microsoft Publisher.
- Holder of a full, clean driving license

## **REFEREES**

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*(To Be Included)*

## **Targeted CV following a Professional Postgraduate Qualification**

### **Daisy Wheels**

Date of Birth: - 24.07.80

Correspondence Address: - 14 Pool Court, Knutsford, Cheshire WA16 9AY

Telephone Number: - 07801-462779

E-Mail: - [lixclh@nottingham.ac.uk](mailto:lixclh@nottingham.ac.uk)

**A First Class (Hons) graduate with excellent analytical skills who is seeking a career position within management consultancy. I am a highly motivated and organised individual, used to working on my own initiative. I am also able to maintain a sense of humour under pressure!**

## **E D U C A T I O N**

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### **University of Nottingham    MSc Occupational Psychology    2004- 2005**

A BPS approved course focusing on practical research skills and the relevant social, organisational and psychological issues which includes the following modules: -

|  |  |
|--|--|
| <i>Occupational Selection</i>          | Principles, methods and ethical issues.        |
| <i>Occupational Training</i>           | Theory, design and implementation.             |
| <i>Ergonomics</i>                      | Health and Safety issues.                      |
| <i>Workplace Assessment</i>            | Psychological tests, reliability and validity. |
| <i>Themed Dissertation</i>             | Sexual harassment counselling.                 |
| <i>Stress and Health</i>               | Addressing current issues in the workplace.    |
| <i>Design and Analysis</i>             | Theoretical underpinnings and SPSS practicals  |
| <i>Professional Issues in Research</i> | Professional practice and contemporary issues  |
| <i>Consultancy skills workshop</i>     |  |
| <i>Level A and Level B training</i>    |  |
| (My semester I average was 68%).       |  |

### **Cheltenham & Gloucester College of Higher Education**

### **BSc (Hons) Psychology with Business Management (1<sup>st</sup> Class) 2000-2003**

#### **A BPS approved course including the following modules:-**

Investigative Methods, Clinical Psychology, Interpersonal and Group Behaviour, Biological Basis of Behaviour, Cognitive Neuropsychology, Learning and Memory, The Business Environment, Marketing Management, Business Ethics.  
*Dissertation* – 'Effects of a Seven-Week Cardiac Rehabilitation Programme in Male and Female Post-Myocardial Infarction Patients Regarding Quality of Life, Anxiety and Depression Levels'.

## **P R O F E S S I O N A L   S K I L L S**

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### **Professional Ethics**

- Graduate member of the BPS.
- Adherence to the BPS Code of Conduct, Ethical Principles.
- Awareness of Business Ethics from Degree and six years of p.l.c. experience based at Head Office working for the Group Secretary – the need for confidentiality was paramount.

### **Commercial Skills**

- Problem solving skills gained from psychiatric nursing, for example, having to deal with suicidal patients.

- Team working skills derived from working holidays for the British Trust for Conservation Volunteers.
- Creativity skills – I have set up databases and filing systems.
- Time management skills – I am used to working to deadlines under pressure, for example, producing main board minutes.

### **Consultancy Skills**

- Management of projects – during my degree I worked, on a voluntary basis, in the Health Psychology Department of a local hospital and wrote a Quality of Life Audit pertaining to post-myocardial infarction patients which formed the basis of my dissertation.
- Questionnaire design and data analysis experience.
- Communication skills – both from nursing and p.l.c. experience. I had to communicate with people at all levels both within and outside the organisation.
- Presentation skills developed during my degree and MSc.

### **IT Skills**

- London Chamber of Commerce and Industry Private Secretary's Certificate which includes 100 wpm shorthand and RSA III Typewriting (Distinction).
- Adapted quickly to new IT due to temping experiences and am familiar with many packages and SPSS.

## **PREVIOUS EDUCATION**

|                                      |           |
|--------------------------------------|-----------|
| Chester College 'A' Level Psychology |           |
| NVQ in Administration Level 3        | June 2000 |

|   |           |
|---|-----------|
| Macclesfield College of Further Education |           |
| Private Secretary's Certificate           | June 1999 |

|                               |           |
|-------------------------------|-----------|
| Knutsford County High School  |           |
| 9 'O' Levels and 1 'AO' Level | June 1996 |

## **WORK EXPERIENCE**

|   |                   |
|---|-------------------|
| Cheshire Office Services – PA at director level | Mar 2004-Aug 2004 |
| Secretarial and administration duties.          |                   |

|  |                    |
|--|--------------------|
| AMEC p.l.c. – PA to Group Secretary  | Dec 1999-June 2003 |
| Secretarial, administration duties and correspondence relating to the collation of main board papers, the Annual Report and Accountsoup structure announcements. |                    |

|  |                    |
|--|--------------------|
| Forrest Recruitment – secretarial work | Dec 1997-Sept 1998 |
|--|--------------------|

|  |                           |
|--|---------------------------|
| <b>Macclesfield Health Authority – student psychiatric nurse</b> |                           |
|  | <b>Sept 1997-Dec 1997</b> |

|  |                   |
|--|-------------------|
| Forrest Recruitment – secretarial work | Aug 1996-Sep 1997 |
|--|-------------------|

## **OTHER INFORMATION**

I have a valid clean driving licence and my own transport.

## **REFERENCES**

---

Dr. P. Sanchez  
Institute of Work, Health & Organisations  
University of Nottingham  
College  
Jubilee Campus  
Wollaton Road  
Nottingham  
NG8 1BB.

Tel: (0115) 823570  
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Mr. D. Jones  
Psychology Department  
Cheltenham & Gloucester  
of Higher Education  
PO Box 220  
Cheltenham  
Gloucestershire  
GL50 2QF

Tel: (01244) 555541  
Fax: (01244) 555542

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### **Comments on CV targeted towards Professional Consultancy**

This CV shows how to use a professional/vocational qualification to target a related career choice area – in this case occupational psychology/HR. The principles demonstrated can be equally valid for students and graduates in other specific business or professional subjects

- The CV looks professional and business-like. It is important that students on professional courses present a targeted business-style CV rather than the more standard graduate CV
- Language is important in this context. Using the heading 'Professional Skills' instead of 'Skills Profile' immediately sends a message to the potential employer that this person understands the importance of professionalism and is not just using a list of generic 'graduate' skills
- The content of the first page is crucial. We are told that employers scan CVs, giving only c.30 seconds to each one, so this CV presents the most important aspect of education on the first page and leaves the previous education i.e. school/college to the second page
- There is significant detail about the MSc course – more than you would normally give about a first degree – but this is because the professional credibility of the writer lies in this detail. This person has very little relevant experience, so must show the extent of her knowledge through her higher degree.
- In this CV, the balance is towards education and skills rather than work experience. The reason is obvious; the writer's experience is not directly relevant or at the required level. If this person had significant relevant experience, then she would have put this on the first page and relegated the Professional Skills section to the second page. You need to judge where your credibility and strengths lie and make sure that this is presented early in the CV.

## **Targeted CV for Environmental Related Job**

### **Jane Brown**

**Home address:** 11 Wood Lane, Anytown, Anyshire QQ1 3ZZ  
**Term address:** 22 Lenton Promenade, Lenton, Nottingham NG7 2ZZ  
**Email:** jane.brown@nomail.net  
**Tel:** 01999 223344  
**Date of Birth:** 20-02-1984  
**Nationality:** British

## **EDUCATION**

- 2002-2005      **The University of Nottingham**  
BSc (Hons) Zoology
- Modules including introductory genetics and human physiology, animal form and function, biological photography and imaging, ecology, animal behaviour and conservation biology and biogeography
  - 2<sup>nd</sup> year dissertation: The influence of xxxxx xxxxx xxxxx
- 1995-2002      **Anytown School**  
Special Paper: Physics (Merit)  
A Levels: Biology (A), Chemistry (A), Mathematics (A), Physics (A), General Studies (C)  
GCSEs: 10 GCSEs (5A\* 4A)

## **RELEVANT EXPERIENCE**

- Summer 2004      **Conservation Volunteer, Sea Turtle Protection Society, Greece**
- Spent 4 weeks carrying out field work tasks and interacting with visitors to the island promoting the work of the society
  - Used initiative and determination to raise finances to fund trip
  - Developed communication skills and patience to interact with other volunteers from 9 different countries, local people and tourists.
- Summer 2003      **Conservation Worker, Ecuador**
- I worked in 5 different biological reserves for 6 months run by the XXXX Organisation, including Amazon Basin jungle, mangrove swamp, cloud forest and a mountain reserve.
  - Overcame language and cultural boundaries to live with local people working towards sustainable farming techniques.
  - I assisted a Ph.D. student on a project netting and monitoring various birds and worked on replantation schemes.
- 2003 to date      **Conservation Volunteer, Nottingham**
- I have participated in regular one-day conservation tasks including tree planting, footpath construction and creating wildlife habitats.
  - I have also organised and led fellow students in these activities.

## **OTHER WORK EXPERIENCE**

- Summer 2003      **Office Administration Assistant, Anytown Health Authority**
- Working with confidential patient records and liaising with local Doctors surgeries in locating and distributing files.
  - Use of computer systems in searching for records and data input.



- |              |   |
|--------------|---|
| 2002 to date | <b>Lifeguard/Assistant Swimming Teacher, Nottingham Leisure Centre</b> <ul style="list-style-type: none"> <li>• Responsible for the safety of swimmers during public sessions</li> <li>• Assisting Swimming teacher with coaching both adults and children</li> <li>• Co-ordinating and supervising activities at the childrens' swimming club</li> </ul> |
| 1999-2002    | <b>Barman, Dog and Duck, Anytown</b> <ul style="list-style-type: none"> <li>• Started as a waiter and became a barman in a busy restaurant/pub.</li> <li>• Wide experience of customer service and also a keyholder so had responsibility for closing up at night.</li> </ul>   |

## POSITIONS OF RESPONSIBILITY

- Treasurer of the Nottingham University Conservation Society 2002-2003. Undertaking and organising practical conservation trips at least once a week.
- Anytown Swim Club Team Captain 2000 – 2002. Competed in a many events and attained some medals. My role as captain developed my leadership skills.
- Mentor, Anytown School. Whilst in the sixth form I took part in a week of training so that I could become a counsellor to a class of year 7 students. I was an approachable figure if a student had any issues where they felt uncomfortable approaching a teacher. I listened to the students needs and worked with them to find a solution to the problem. I also visited primary school doing workshops with other counsellors on issues such as bullying and drugs.

## ACTIVITIES/INTERESTS

- I still swim regularly
- I am a keen natural history photographer
- I enjoy watching football and have regularly attended United matches from the age of 7.
- I am a member of the Institute of Biology and took part in the British Biology Olympiad 2001.

## SKILLS

IT: I am familiar with Windows and Microsoft office and basic web design  
 Basic First Aid (Module 1) inc. Leisure Time Module (expires 03/05)  
 National Pool Lifeguard Qualification (expires 10/05)  
 Assistant Swimming Teacher Certification  
 Full Clean Driving License

## REFEREES:

Employer:  
 Mrs J Walker, Manager,  
 Anytown Health Authority,  
 Medical House,  
 Anytown.  
 Tel: 01888 36789  
 email: jwalker@anytownhealth.org.uk

Tutor:  
 Dr Tessa Tube,  
 School of Biology  
 University of Nottingham,  
 University Park  
 Nottingham  
 Tel: 0111 999 3456  
 email: tessa.tube@nottingham.ac.uk

### **Commentary on Targeted CV for Environmental Related Job**

This CV demonstrates how to pull together relevant information which would be useful for an Environment related job. Key points to note are:

- The CV fits two pages comfortably. There is still plenty of white space on the page. Headings are clear and the use of bold does not jar the eye.
- There is a lot of information to communicate in this CV but it is achieved by paying careful attention to the font and font size. The font is Arial. Your computer will default to Times New Roman and it is easy not to bother to change the font. It is worthwhile remembering that using Arial font means you can get away with a 10 point font size. With Times New Roman font a 10 point is too small for most readers to glance through comfortably.
- The personal details at the top occupy only a few lines, thus saving space, but are clearly located by the employer reading it.
- The degree subject is explained by highlighting a few relevant modules. We cannot see the dissertation topic but we can assume it is relevant to the area of employment being pursued therefore it is worth including. An alternative would be to highlight the skills developed on your course. (Tip: look at the University prospectus for your course for a summary of the key skills you should have developed.)
- There is a section called "Relevant Experience" which takes precedence over the section called "Other Work Experience". By separating out your experience in this way you are highlighting it for the employer. This is valuable if you have had to balance your vacations between periods of time spent working for cash with other times gaining career-related experience.. Remember there is no rule in CV writing which says that voluntary work has to be included in a separate section. It can be mixed up with paid work. Here you can see it pays off to present experience in this way.
- This student has given more space to his positions of responsibility than to his interests, which he mentions only briefly. You will need to decide what is appropriate to you. If you do not have positions of responsibility to include then focus more on your interests.

## **Targeted CV for a Journalism Job**

**Mei-Yee (May) Cheung**

**Home address:** 4 My Mothers Road, Middle Town, M12 34N

**Term address:** Flat 1, Inner City Road, University Town, U89 76V

**Telephone:** 00 00 123456

**Email:** [MeiyeeCheung@nomail.com](mailto:MeiyeeCheung@nomail.com)

**Date of Birth:** 01/05/1983

**Gender:** Female

**Nationality:** British

### EDUCATION

- |            |   |
|------------|---|
| 2000-2004  | <b>The University of Nottingham</b><br>BA (Hons) American and Canadian Studies 2:1<br>This included spending one year studying at the University of Pennsylvania. |
| 1994 -2000 | <b>Middle Town School</b><br>A Levels: English (A), History (A), Sociology (B)<br>GCSEs: 8 GCSE's A-C   |

### RELEVANT EXPERIENCE

- |                   |   |
|-------------------|---|
| 2003 – 2004       | <b>URN University of Nottingham Radio</b><br><br><b>Main Duties</b><br>Researching news items for hourly news bulletins<br><br><b>Experience Gained</b> <ul style="list-style-type: none"><li>• Excellent grounding in the production and editorial side of radio</li><li>• Developed an eye for interesting news items</li><li>• Became confident in researching relevant stories</li><li>• Learnt good time management skills through balancing work and study</li></ul>                              |
| Jan -<br>Apr 2003 | <b>The Daily Penn– University of Pennsylvania Newspaper</b><br><br><b>Main Duties</b><br>Voluntary experience on official campus publication. Provided basic office support through to shadowing news reporters and assisting in copyediting.<br><br><b>Experience Gained</b> <ul style="list-style-type: none"><li>• Improved my command of the English language and developed a thorough analytical approach and a sharp eye for accuracy and detail. Gained practical proof-reading skills</li></ul> |

August 2002

### **Middle Town Free Press**

#### **Main Duties**

Voluntary placement shadowing reporters covering regional news, attending to council business and visiting the local Magistrates' Court.

#### **Experience Gained**

- Insight into weekly production processes and deadlines
- Wrote copy for three articles
- Sub-edited a page

### **OTHER WORK EXPERIENCE**

Summers  
2001-3

#### **R.Howes Estate Agency.** Administration support

#### **Experienced Gained**

- Increased confidence in dealing with a wide range of people
- Ability to set up and maintain an effective filing system
- Adeptness in prioritising a heavy workload
- Good working knowledge of Microsoft Word and Excel

### **POSITIONS OF RESPONSIBILITY**

- **Captain of badminton team at University.** Organised fixtures, practices and social events.
- Involved in first year **Buddy schemes** which entailed being responsible for a small group of first years, ensuring they settled in.
- **Course representative** for final year students. Involved representing interests and problems of students to staff in meetings

### **ACTIVITIES/INTERESTS**

- Sport: I have been a committed member of the badminton team throughout university
- I enjoy aerobics and salsa dancing, theatre, Modern Literature, watching football

### **SKILLS**

- Driving: Full clean licence
- IT: Familiar with Word, Excel and Windows
- Languages: Basic French and Italian

### **REFEREES**

Dr E.C LifeNot, Department of Academic Studies, University of Nottingham,  
Nottingham NG7 2RD Tel: 0115 951 7777 Email: eclifenot@nottingham.ac.uk  
Mrs Sue Pervisor, R.Howes Estate Agency, 1 High Street, Middletown M1 2XX

### **Commentary on a targeted CV for a Journalism Job**

This CV demonstrates how to pull together relevant information for a student seeking either permanent or temporary work experience in a journalist related position. Key points to note are:

- The CV fits two pages comfortably. There is still plenty of white space on the page. Headings are clear and the use of bold does not jar the eye.
- This CV uses Times Roman 12 point font. It would be difficult to read if the font size was any smaller. If you cannot cut down what you have written consider using Arial 10 point font which is more readable in a smaller size.
- The personal details at the top occupy only a few lines, thus saving space, but are clearly located by the employer reading it. This graduate has added their gender to their personal details, which is appropriate if an employer may not be able to tell readily from your name. She has also used a preferred form of her name in brackets. This is appropriate if you always wish to be known by your shortened name. Information about nationality is appropriate to indicate your right to work in the UK.
- There is a lot of information to communicate in this CV but it is achieved by paying careful attention to the layout. Each piece of work experience separates the main duties from the experience gained. This can be useful if your role has been mainly work shadowing as it demonstrates what you gained from the experience rather than the work you did.
- The degree subject is mentioned without any further information. This is appropriate where the employer may not be concerned with the subject which has been studied.
- There is a section called “Relevant Experience” which takes precedence over the section called “Other Work Experience”. By separating out your experience in this way you are highlighting it for the employer. This is valuable if you have had to balance your vacations between periods of time spent working for cash with other times gaining career-related experience. Remember there is no rule in CV writing which says that voluntary work has to be included in a separate section. It can be mixed up with paid work. Here you can see it pays off to present experience in this way.

## **PhD looking for a non-academic career**

**Dr Peter Nelson**

86 Percy Street, Wollaton, Nottingham NG8 4PQ  
Tel: 0115 976 5432 E-Mail: [peter.nelson@ntlworld.com](mailto:peter.nelson@ntlworld.com)

### **Career Objective**

To seek new challenges, by applying proven excellent communication and people skills to an industrial training environment.

### **Professional Experience**

June 2001 - **PostDoctoral Researcher and Junior Lecturer**  
Faculty of Engineering, University of Nottingham

- Researching the effects of gas plasma irradiation on the sterilisation of Poly (lactic-glycolic) acid (PLGA) and calcium phosphate (CaP) scaffolds. Includes developing plasmas for efficient sterilisation at low temperature and hence the characterisation of both PLGA and CaP tissue engineered scaffolds utilising TEM, SEM, XPS, GPC, IR and DSC.
- Teaching undergraduates via lectures and practicals and supervising final year projects.

1998 – 2001 **Demonstrator/Supervisor**  
Faculty of Engineering, University of Nottingham

- Demonstrating various aspects of mechanical testing of materials to 1<sup>st</sup> and 2<sup>nd</sup> year undergraduate students.
- Acting as Project Supervisor for undergraduate and masters students.

July 1996 - **Metallurgist** (Industrial Placement)  
July 1997 Charles Steel Company, North Field, California

Charles Steel is a large US aerospace forging company.

- Working within a variety of engineering departments, duties ranged from time studies to materials research on specialised and proprietary alloys for both the space and aircraft industries.

July 1995 - **Research Engineer**  
Sept. 1995 British Steel Plc, Scunthorpe

- Worked as an engineer within the BOS vessel section in addition to researching problems on the basic oxygen steel making plant.

Sept. 1989 - **Apprentice/Structural Craftsman**  
Sept. 1994 British Steel Plc, Scunthorpe

- Four years' training in all aspects of structural and mechanical engineering. From 1993-4 I was jointly responsible for structural integrity of the bloom and billet mill and the organisation and completion of the work.

### **Key Skills and Experience**

#### **Interpersonal and Communication Skills**

- Excellent communication skills developed through experience in industrial and research environments.
- An effective facilitator, able to use interpersonal skills to build working relationships at all levels.
- Research project required co-operation of partners in industry and academia, and so further developed skills of negotiation and persuasion.

### **Training and Presentation Skills**

- Experience ranges from formal conference presentations to groups of up to 200 (see attached list of publications and conferences for details), to interactive small group sessions with Nottingham students.
- Co-developed and delivered a series of well-received workshops on research and information skills to Engineering undergraduate and postgraduate groups.
- Wide experience of giving individual on-the-job training to colleagues in industry.

### **Teamwork and Leadership**

- Pro-active and enthusiastic team member with experience of working in multi-disciplinary teams in industry and academia.
- Facilitated and led a number of successful group research projects, resulting in papers published in academic journals.
- Well developed one-to-one and group supervisory skills. Proven people and project management abilities.

### **Technical and Information Skills**

- Possess a wealth of experience in Biomaterials engineering, particularly the characterisation and processing of Titanium, Aluminium and Nickel alloys. Broad-based structural and mechanical engineering background, gained in industry.
- First-class research and analytical skills, capable of interacting at all levels to devise innovative solutions in a research/industrial environment.
- Excellent knowledge of operating systems (MS-DOS, WINDOWS) and software applications including MS-OFFICE-PRO, AutoCAD 2000, MS PROJECT, LOTUS, and several crystallographic simulation/determination software packages.
- Wide range of Internet search skills and a good working knowledge of web page publishing, including the use of Macromedia Dreamweaver and Fireworks.

### **Qualifications**

1998 – 2002     **PhD in Biomaterials**  
Faculty of Engineering, University of Nottingham

Project:            **Aqueous sol-gel derived titania and modified titania for biomedical applications**  
My area of research involved the synthesis and characterisation (bulk and surface) of aqueous sol-gel derived modified metal oxides for biomedical and other applications. Techniques included: TEM, RHEED, XRD, EXAFS, AFM, SEM, and XRF, ICP.

1994 – 1998     **B.Eng Honours Materials Engineering 2:1**  
University of Loughborough  
Gained Institute of Materials prize for final year research project.

### **Professional Development**

Recent training courses attended include:

2002            Introduction to Publishing Web Pages – ITrain Computer Training Ltd  
2001            Career Development for Research Students – CRAC  
                    Basic Web Publishing; Word for Long Documents – University of Nottingham  
2000            Communication and Presentation Skills; Effective Teamwork; Supervisory and Coaching  
                    Skills – University of Nottingham

Graduate Member of Institute of Materials and keen participant in IM activities.

***References available on request.***

## **Commentary on PhD CV for non-academic job**

### **Career Objective/Personal Profile**

If you decide to include this section, ensure that it is concise, relevant and has impact. If you are going for more than one type of job you will need a different 'career objective' section for each career area.

### **Work History**

In your work history/professional experience section give job and employer titles, a short description of the work you did, and if possible, some examples of your achievements in that role. You do not need to include full addresses for your employers, or salary details.

### **Skills**

It is especially important to include a convincing skills section on your CV if you wish to make a sideways move in your career, or branch out into a new area of employment. Analyse your target jobs carefully and only highlight skills that are central to those roles.

### **Research Degree**

The amount of detail you include on your CV about your PhD will depend upon how recent it is, how relevant the subject matter or techniques used are to your target job area, and how much work experience you have. Any research position will require quite in-depth information on a recent research degree. Consider including a short description of the project, research techniques used, and results. Names of supervisors and funding details may be relevant. Decide what exactly you are trying to sell about your PhD (and postdoctoral research experience) – is it your subject knowledge, your research expertise, the skills you have developed – or all of these?

### **Other Qualifications**

Relevance is important. Awards or prizes gained are worth mentioning, as are any significant research projects undertaken.

### **Professional Development**

Recent examples of training courses and other personal development experiences demonstrates commitment. Any involvement with a professional body is also worth recording, as it shows that you are a keen and active member of your profession.