Forename **SURNAME**

email: sensible email address tel: landline or mobile

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**Education & Qualifications**

**2017 – 2018** **University 2** Degree

Location; City and Country Grade, additional info

**2012 – 2015** **University 1** Degree

Location; City and Country Grade, additional info

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**Work Experience**

**Sep-20 – Present** **Official Company Name** City, Country

*Job title*

* Use 2-5 bullets maximum to describe your job function & responsibilities
* Concentrate on your achievements, and what you have distinctly contributed to in each role, using quantitative examples where possible
* Examples that may assist you -
* “Advised client’s Digital Media division on £3M international expansion, coordinating a team of 8 analysts during initial research phase”
* “Structured and negotiated equipment deal financing including credit purchases, rentals and 31 lease contracts worth $745k”

**Jul-18 – Sep-20** **Official Company Name** City, Country

*Job title*

* Make sure your work experience comes to life, consider what someone reading your CV would be most interested in
* Avoid negativity or shortcomings on your CV that may raise the wrong questions
* Try to avoid having your CV read like a job description

**Mar-16 – Sep-17** **Official Company Name** City, Country

*Job title*

* Try to ensure your CV is easy to scan, start bullet points with relevant action verbs
* You can also include significant relevant voluntary experience in your work experience if it is applicable
* Avoid industry jargon that may not be understood

**Aug-15 – Mar-16** **Official Company Name** City, Country

*Job title*

* Use past tense for roles you have completed
* Please set dates using the abbreviated month and two digits for the year, you must include months as well as years
* Make sure your CV is an accurate reflection of you and what you want to highlight about your experience
* Stick to facts you can easily discuss, avoid subjective comments

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**Additional Information**

Interests: Concentrate on activities you participate in and are willing to talk about. You should highlight achievements in those activities. Eg: Instead of ‘Running’ say ‘Running: Participated in 2 marathons, President of the Oxford Runners Club’

Achievements: Specific achievements and qualifications

Study abroad scholarship (selected 3 out of 600 students)

Principal Cellist of London Youth Orchestra

Nationality: Your nationality, dual nationality, any additional work authorization if applicable

Languages: Languages other than English and ability level Eg: German (fluent)