**Forename Surname**

City, Country | email ID | tel: (+45) 0000 0000 | LinkedIn

**EDUCATION**

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**UNIVERSITY 2**  City, Abbreviated State/Country

Course name Month, Year of Graduation

* Grade, additional information such as awards, scholarship & relevant coursework

**UNIVERSITY 2**  City, Abbreviated State/Country

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**PROFESSIONAL EXPERIENCE**

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**ORGANIZATION NAME** City, Abbreviated State/Country

Job title Month Year – Present

* 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” Scoped strategic improvement projects, prepared decision analysis papers to inform decision making by C-suite on wind power projects worth up to €2bn

**ORGANIZATION NAME** City, Abbreviated State/Country

Job title Month Year – Month Year

* 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
* 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

**ORGANIZATION NAME** City, Abbreviated State/Country

Job title Month Year – Month Year

* 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

**ADDITIONAL**

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* Concentrate on activities you participate in and are willing to talk about. Eg: ‘Running: Participated in 2 marathons, President of the Oxford Runners Club’
* Add specific achievements and awards you want to highlight here
* Add your hobbies and interests here specifically