

## Forename **SURNAME**

e-mail: professional email address tel: UK landline or mobile

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### Education and Qualifications

2000-2003	University/Universities Location; City and Country	Degree and Subject applicable additional info
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### Work Experience

Sep-07 – Aug-10	<b>Official Company Name</b> <i>Job title</i> <ul style="list-style-type: none"><li>• Please use 3-4 bullets maximum to describe your job function &amp; responsibilities</li><li>• Concentrate on your achievements, and what you have distinctly contributed to in each role, using quantitative examples where possible</li><li>• Examples that may assist you –</li><li>• “Advised client’s Digital Media division on £3M international expansion, coordinating a team of 8 analysts during initial research phase”</li><li>• “Structured and negotiated equipment deal financing including credit purchases, rentals, and 31 lease contracts worth \$745k”</li></ul>	City, Country
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Jun-05 – Sep-07	<b>Official Company Name</b> <i>Job title</i> <ul style="list-style-type: none"><li>• Make sure your work experience comes to life, consider what someone reading your CV would be most interested in</li><li>• Avoid any negativity or short comings on your CV that may raise the wrong questions</li><li>• Try to avoid having your CV read like a job description</li></ul>	City, Country
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Mar-04 – Jun-05	<b>Official Company Name</b> <i>Job title</i> <ul style="list-style-type: none"><li>• Try to ensure your CV is easy to scan, start bullet points with relevant action verbs</li><li>• You can also include significant relevant voluntary experience in your work experience if it is applicable</li><li>• Try to avoid industry jargon that may not be understood</li></ul>	City, Country
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Aug-03 – Mar-04	<b>Official Company Name</b> <i>Job title</i> <ul style="list-style-type: none"><li>• Use past tense for roles you have completed</li><li>• Please set dates using the abbreviated month and two digits for the year, you must include months as well as years</li><li>• Make sure your CV is an accurate reflection of you and what you want to highlight about your experience</li><li>• Stick to facts you can easily discuss. Avoid subjective comments</li></ul>	City, Country
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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. rather than just listing ‘running’ say ‘running – participated in several marathons, President of the Oxford Runners Club’

Achievements: List academic or other achievements here, for example  
First Class Honours, Previous University  
Study abroad scholarship (selected 3 out of 600 students)  
Principal Cellist of London Youth Orchestra

Nationality: your nationality, dual nationality, and any additional work authorization if applicable

Languages: languages other than English and ability level eg. German (fluent)

