

## Example of a traditional CV

Adam Greys

Telephone: 07123 456789 Mobile: 07835 713355 Email: a.greys2023@nomail.com

23 School Lane  
Higher Somerville  
Shropshire  
SP3 5TY

A concise, relevant profile can be included. Make sure this is tailored to the job you are applying for.

Highly numerate finance and accounting student with experience working in an international finance company.  
I am seeking a career in financial advice and planning.

### Education

2010 – present

University of Ville

**BSc in Finance and Accounting (predicted grade 2:1)**

*Highly numerate course, accredited by the Association of Financiers that has enabled me to develop:*

- Competence to professional body standards in financial planning and budget control techniques.
- Excellent working knowledge of financial and statistical packages, including SPSS and Stata.
- Ability to communicate researched findings in writing and to groups of students.
- Competence in all Microsoft Office packages.

Be specific about relevant skills and competencies acquired on your course including general skills such as communicating with individuals and groups.

*In addition I have achieved:*

- Nomination for best finalist dissertation on Financial Planning in SMEs.
- Undertaken optional modules in International Banking and Investing in Pensions.
- Successful 6-week, in-course placement in Thrift Financial, working with teams managing new client communication, business forecasting and financial advice to new businesses.
- Election as course representative, involving communication with senior faculty staff on behalf of students during institutional audit.

List relevant aspects of your course and how they relate to the skills you've gained that are appropriate to the job profile.

2003 – 2010

The Academy High School

- **A-Levels:** Business studies (B), Economics (A), General Studies (A), Physics (C).
- **GCSEs** in ten subjects including Maths (B), English Language (A) and French (A).
- **Special achievements:** Duke of Edinburgh Silver award and captain of the cricket under-19s through which I developed leadership and teamworking skills.

Add previous qualifications and achievements if they demonstrate your ability to do the job you are applying for.

Use bold or italics to emphasise headings.

Use positive language such as 'successful' 'excellent' and 'achieved'.

Use work experience employers as referees.

## Relevant work experience

### 2012 (Feb - Aug) Thrift Financial Services

*Provider of full range of professional services to new and small businesses in the Somerville area.*

Provide relevant examples of your experience and include level of responsibility.

Invited back to work through summer holiday following university-organised placement.

Three month paid summer work experience: reviewed company procedures in business planning and forecasting team and prepared report for CEO including recommendations for annual updating.

### 2010 – 2012 (Part-time evenings during term time)

#### The Student Food Stop

*Late opening fast food service on campus.*

Prepared microwave meals and snacks and was responsible for electronic debit machine, financial security procedures, cashing up and closure of premises. Involved completion of stock control inventories, re-ordering, cash accounting, as well as customer service and managing complaints.

### 2009 – 2010 (Full time)

#### Glittering Gifts

*High street retail outlet for gifts, cards, stationery and toys.*



Make sure your dates are easy to see.

Was responsible for cash register, wrapping goods sold and managing electronic payments. Being employed for a full 12 months developed my understanding of the cyclical nature of gift buying and the need to plan stock, display and customer communications accordingly. Developed skills in forward planning, anticipating customer needs and meeting deadlines.

## Voluntary experience

2011 – present Volunteer first aid giver with St John's Ambulance.

2012 Student buddy/mentor during induction week.

2008 – 2009 Coaching under-14s hockey team.

Provide less detail for older or less relevant information.

## Other competencies

First aid Trained to use resuscitation and acute response techniques.

Languages French: Excellent conversational and written French.  
German: Good conversational German.

Include skills not mentioned anywhere else in your CV.

IT European Computer Driving Licence (ECDL).

Use two full pages.

Referee details available upon request