

Step-by-step guide for MSc students

PERSONAL INFORMATION

A heading for personal information or Curriculum Vitae is not needed - consider typing your name in place of a heading, using a larger font and bold.

Sub-titles for address or email are not necessary. Ideally, use one reliable address; this will be used to send you the contract when you get the job. If you are an international student and wish to work in the UK, provide a UK address.

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Canadian nationality, female*

*If the gender of your name is unclear – state this.

PROFILE

This is a short **optional paragraph**, providing a brief summary of key achievements, skills and a career objective. Usually, no longer than 3 - 4 lines, it can be useful for targeting your CV, especially if highlighting relevant substantial experience or looking for change of career direction or job sector.

PROFILE

Postgraduate HR Management student with CIPD membership and initial work experience in recruitment. Proven communication skills, both verbal and written; strong organisation and team working skills and strong project management. Seeking graduate training position in Human Resources. **

**This needs to be aligned with the job description, especially the person specification part.

EDUCATION

MSc Management, University of Kent, Canterbury (outcome) 2012 - 2013

- Modules studied include ... (list those of key relevance to target your CV)
- Projects - mention individual and group project(s) and provide brief details of achievements or outcomes
- Some relevant skills that you have developed could be included, i.e. if you analysed a business and want to go into management consultancy, this would be hugely relevant (consider analytical skills, problem solving, project management, business report writing)

First degree, institution (degree classification or UK equivalent) 2009 - 2012
(make it meaningful /relevant to the UK); brief information

Secondary/high school, place or country with achieved grades _____ year - year
(but do make these meaningful to a potential UK employer) – how does this relate to
UK qualifications; an approximate statement can help; there is no need to go further back in
your education.

FINANCE EXPERIENCE (or RETAIL/MARKETING EXPERIENCE, for example)

Choose a specific heading for impact to highlight relevant experience, and then use a second heading
OTHER EXPERIENCE to list anything else outside the field you're applying for such as shop work, if
you don't apply for retail management. Mention the job title, then employer, and place and country, if
you worked outside the UK.

Use past tense, if your work was in the past.

FINANCE EXPERIENCE

Accounts Intern - J. Cargill Ltd., Maidstone 08/2009

- Use bullet points to outline your tasks, achievements and responsibilities
- Start with what you did in this job and then move on to details and skills developed
- Begin each statement with an action verb, e.g. analysed, presented, calculated, managed, dealt with ..., liaised, coordinated, organised, communicated with ... over the telephone
- Take ownership and be positive (avoid the following: was asked to, had to, only)

OTHER WORK EXPERIENCE

Waitress - Ask Restaurant, Canterbury 07/2008 – 08/2008

- Responsible for providing customer service; processed orders for food and drink, ensured customers were served promptly
- Worked as part of a typical team of eight staff, coordinating orders with bar and kitchen
- Developed strong interpersonal skills whilst building customer relationships, and resolved enquiries and complaints diplomatically and efficiently
- Worked well under pressure during peak times, remaining calm and positive throughout

ADDITIONAL SKILLS [or SKILLS AND TRAINING]

This section can be used for your 'hard' skills, but also for some transferable skills that you wish to draw attention to. Use sub-headings and provide brief explanations, e.g.

IT skills: (mention computer programs that you can competently use; include ECDL if obtained)

Languages: Languages do you speak and write well (giving indicator of the level in brackets, i.e. native speaker, fluent, intermediate); international students can use IELTS score

Other: For example driving licence

Professional training: Could be included, if you have attended specific courses as part of some work experience or independently, e.g. first aid training course; health and safety awareness training)

AWARDS

If you have achieved a number of prizes/awards, then it might be useful to give these a separate heading. If you have one or two awards, then you could mention these where you have achieved them or under the next heading, INTERESTS AND ACHIEVEMENTS.

INTERESTS AND ACHIEVEMENTS

Organisations in the UK are keen to employ 'rounded individuals', e.g. students who are also actively engaged outside study and work. This can be a useful section to showcase other achievements and skills that come from volunteering activities, for example, or involvement in student societies.

You could use sub-headings for key interests you actively pursue, for example:

Student Society: Give information about your involvement, especially if you take an active role in managing events, finances or any other aspects.

Volunteering: Mention your volunteering activities and provide details/specifics.

Sports: Mentioning any sports you are actively participating in; especially those involving teams

Travel: Information about your travels, highlighting cultural awareness/insights

Music: If you play an instrument or make music with other people then this would be included.

Awards: Provide details.

Professional membership(s): Student memberships of professional bodies; what you gain from this. or any other activities or achievements that you feel might provide an extra positive points for you.

Alternative headings could be **INTERESTS AND RESPONSIBILITIES** or just **ADDITIONAL INFORMATION**.

Tip: Avoid simple lists, i.e. football, music (not meaningful on their own). The key is to demonstrate involvement with other people or specific achievements. Other examples like listening to music, reading, socialising, going to the cinema are not special and do not make you stand out, as it's something most other people do.

REFERENCES

This is optional. Make the remaining space you have available work for you. Typically, references are taken up at the end of the recruitment process and serve to verify some of the information you have provided. You could use your tutor and your last supervisor from your work/ volunteering. Provide full address, email addresses and telephone numbers when asked.

For your CV, you could

- 1) Include a short statement about references at the end. You would not need to provide details at this stage, but have contact details ready when asked to submit these.
- 2) Include two sections with all these details, if you have ¼ page empty and are looking for something to fill the page with.
- 3) Say nothing with regards to references, if you have used all the space and your document looks very well balanced.