

Name Surname

UK address
Email and telephone numbers
Citizenship

PROFILE

Current MBA student with excellent (key skills relating to job application) and proven experience in (as appropriate); seeking employment in

(Alternatively

- Key achievement
- Key achievement
- Key achievement)

EDUCATION & QUALIFICATIONS

University of Kent, Canterbury **2017 – 2018**
Masters in Business Administration (predicted: distinction)

- Include specifically relevant modules and projects.
- Team projects/individual projects
- Include any scholarships or bursaries awarded

Briefly include first degree and institution. **year – year**

(note: If you do not wish to use the MBA as a stepping stone, begin with Employment and list your education after your SKILLS AND TRAINING.

EMPLOYMENT HISTORY

Job title, most recent employment **m/yr – m/yr**
Employer, location, country

- Description of main responsibilities overall
- Description of specific tasks and achievements, using whole line space
- Description of specific tasks and achievements
- Description of specific tasks and achievements

Note: Use effective headings. If your past employment is highly related to your next choice, then consider more specific headings, i.e. Financial Management Employment, Energy Sector Experience, etc.

Job title, previous employment
Employer, location, country

m/yr – m/yr

- Description of main responsibilities overall
- Use bullet points, followed by action verbs, followed by concise information of responsibilities and achievements.
- For example: Project-managed product launch for re-branded luxury stationery range within tight time-scale and within budget for marketing activities, such as exhibitions and photo shoots for magazine advertisements.
- Action verbs: developed, organised, increased, generated, planned, produced, managed , coordinated, supervised, negotiated etc. or responsible for ...

Job title, previous employment
Employer, location, country

m/yr – m/yr

- Description of main responsibilities overall
- Description of specific tasks and achievements
- Description of specific tasks and achievements
- Description of specific tasks and achievements

Earlier employment summary
Various employers in ... (location/s)

m/yr – m/yr

- Focus on last 10 years in your CV
- Summarise or highlight previous years' experiences as appropriate

SKILLS & PROFESSIONAL DEVELOPMENT

- Short section – avoid soft skills here, focus on languages, IT skills, driving licence (if employment is on business park, for example, with no limited public transport)
- Include languages and level, e.g. Spanish (native), English (fluent)
- Refer to your IT skills, as many employers are still asking specifically for IT skills, especially Excel (use person spec. as guide) For example:
- Competent user of Microsoft Office, especially Excel, at advance level.
- Mention any professional training courses you attended.

ADDITIONAL INFORMATION

- Include any professional memberships (e.g. Chartered Management Institute).
- Mention anything else that is relevant to your skills development, such as volunteering activities, community engagement and any roles of responsibility you held in the last ten years.

References available on request.