



Successful CVs

Before you start

Your CV is your personal marketing document and should be a clear and structured summary of your: education, employment, experience, skills and interests that are relevant to the position.

There is no point sending your CV for a job without adapting it to the requirements of each job, the number **#1** piece of advice employers give us is that they want to see you have read and understood the job description and have modified your CV accordingly.

First read the job description/person specification/essential criteria and identify what the employer is looking for, including:

- Skills
- Knowledge
- Experience
- Qualifications
- Qualities

If this is not explicit in the job advert, then do your research - look at similar job roles/previous adverts.

Next gather your evidence from everything you have done so far including;

- Sports
- University
- Clubs & Societies
- Work experience & Internships
- Part-time jobs
- Volunteering
- University projects

Then identify which aspect of your life demonstrates each skill to the best effect - **remember to use your strongest evidence for each criteria.**

What to include in your CV

There are many different styles and design formats that you can use for writing CVs. How you present the content and layout of your CV will depend entirely on the vacancy you are applying for; however, the following

sections are normally included:

- **Contact Details:** Name, address or location (be mindful if posting your CV to a public Jobs Board), email, phone number and link to your LinkedIn page (if appropriate) - this is all you need, **unless otherwise specified.**
- **Profile or Career Aim:** If you do include a profile, be succinct, interesting and outline your key relevant skills, experiences and motivations. No more than 3 or 4 lines and think of it as a snapshot of yourself; who you are, what you bring and what you want, avoid being generic.
- **Education:** A summary of your education in reverse chronological order (most recent first). Include start and finish dates, (even if still to finish), the official name of your course, your predicted or actual grade and the name of the institution. Remember that university projects, coursework or Graded Units at college that involve applying your knowledge to real problems, completing research tasks, working in teams and making presentations can all be used to show that you have the skills that employers want. If you have done a number of relevant projects over the years, you could have a subsection here entitled "Project Experience" where you could expand on what you did - this might be a good idea if you do not have relevant work experience. Don't forget to include any practical skills learnt from lab or field-work or time spent studying abroad. If you have used particular technical skills or software to achieve your coursework or during your work experience, also mention them. You do not always have to include school qualifications in this section, check employer requirements.
- **Experience:** Remember, the more relevant the experience the bigger the space and the better its position on your CV. Otherwise stick with reverse chronological order. Include start and if relevant, finish dates, your job title and the name of the organisation. You do not need to include every job; it may be

more appropriate to group them within a specific date range. To attract the employers' attention to your most relevant experience, it may be appropriate to subdivide your experience into different sections such as Relevant Experience; Further Experience; Volunteering etc.

- **What comes next depends on what the job is looking for** - You could include headings such as Technical Skills, Key Skills, Extra Curricular Activities, Leadership Experience, Professional Accreditation, Continuing Professional Development or Interests, if they're interesting. Alternatively, you could include a catch all final section called Additional Information, where you can include some of the above as well as things like language skills and driving licence status.
- **References:** Most employers looking to hire new graduates will require two referees: one academic and one professional. It is usual to use "References available on request" but be sure to have all the contact details and their permission at the ready when the employer asks for them.

You will find a variety of example CVs on the following pages; use these as a **guide only**, this is your CV so make sure you use it to market yourself effectively for each role. We would recommend avoiding CV templates, as employers are not impressed with identical CV formats, and they are not as flexible as starting with a blank Word document.

It is important to use positive language and we have included a section on this at the end. Finally, a GCU Careers Adviser can help you to review your CV **BEFORE** you send it to an employer - you can book an appointment on our website and check our blog to find out about CV Drop-in sessions

Good luck,
The GCU Careers Team

CV Sample 1: Current Student Seeking Work Experience

Mairin Hoolihan

Tel: 07531 975316 Email: m.hool@gmail.net LinkedIn: www.linkedin/in/hoolsmairin

Objective

Third year Social Sciences student with social research experience as well as relevant voluntary work, seeking work experience this summer in community development, specialising in youth engagement.

Education

2020 - 2024, BA (Hons) Social Science, Glasgow Caledonian University (Predicted 2.1)

- Key modules include Current Issues in Youth Work, Comparative Youth, Crime & Justice, Race, Difference and Migration and Researching and Analysing Public Policy.
- In addition to a broad understanding of the issues, challenges and solutions related to Community Development, I have developed strong data analysis and interpretation, and research skills.
- Collaborated effectively with a team of five classmates to deliver an assessed group presentation on Youth Justice. As team leader was responsible for setting project goals, monitoring milestones, supporting other group members, allocating tasks fairly and keeping the team motivated. The presentation was completed ahead of schedule and scored 72%.
- Studying remotely has developed my ability to work independently, take personal accountability for my learning, and develop effective routines to maintain motivation. Adapted to a range of IT platforms such as Microsoft Teams, Skype and Zoom.
- Confidently use Microsoft Office (Word, Excel, PowerPoint and Forms) to complete course work.

2014 - 2020, Sommerville High School, Glasgow

- Advanced Higher English A
- Highers: English, A, Modern Studies, B, History, C, Maths, C
- National 5's: 8 including Maths & English

Relevant Experience

Summer 2022, Volunteer Researcher, Glasgow Council for Youth

- Conducted semi-structured interviews to gather data on young people's experience of their community. Transcribed and analysed data using Excel following the Glasgow Caledonian University research principles.
- Managed my own workload, often reprioritising to meet changing deadlines, all work was completed to meet the schedule assigned by the principal investigator.

2019 - Present, Volunteer Youth Worker, Marshmallow Trust, Glasgow

- Build and maintain positive relationships with young people in groups as well as one to one to identify and support their needs, primarily face to face, with some remote working using Zoom and MS Teams.
- Create, deliver, and evaluate engaging group-work sessions on several topics including budgeting, independent living and future planning, considering different ability levels, and learning styles.
- Devised a new workshop on Youth Empowerment, which is now being rolled out across all service users.
- Keep accurate records in line with the organisation's guidelines and adhere to confidentiality and safeguarding regulations.

Additional Experience

Sep 2020 - June 2021, Waiting Staff, Jim's Place, Glasgow

- Part of a small team, serving over 300 customers, two evenings a week.
- Developed excellent customer service skills, resulting in repeat custom and exceeding sales targets.
- Worked flexibly, as required between bar and restaurant, meeting customer needs at peak periods.
- Suggested improvements to menu layout, created samples using Canva, presented my ideas to senior management who are now using one of the designs.

Additional Information

- Elected as class representative for my course, gather student feedback and raise any issues at staff and student consultative meetings, contributing ideas and putting forward the student voice confidently.
- Love board games and organise regular game nights, including booking venues, publicising and coordinating players on the night.
- Currently taking driving lessons, expected to sit test this summer.

References available on request

CV Sample 2: Final Year Undergraduate With Work Experience

Ayesha Osman

326 Glebe Avenue, Glasgow G41 0GB



09674 664222



aosman@btconnect.com



[linkedin/in/ayesha-osman](https://www.linkedin.com/in/ayesha-osman)

Profile

Final year Applied Bioscience student with laboratory placement experience and highly developed research skills. Seeking graduate role within life sciences sector with a focus on microbiology.

Education

- **BSc (Hons) Applied Biosciences (predicted 1st) - Sept 2018 to Present**
Glasgow Caledonian University

Throughout the degree course I am improving my problem solving skills and developing the ability to critically analyse, interpret and discuss factual information and data. I have also acquired excellent practical skills and have experience in laboratory techniques including: ELISA, spectrophotometry, PCR and electrophoresis analysis

Relevant modules:

- Clinical Microbiology, Microbial Genomes, Molecular Diagnostics and Clinical Immunology
- My research project at the Centre for Rheumatic Diseases, Glasgow Royal Infirmary, involved the determination of temporal nitric oxide levels in patients with rheumatoid arthritis. The results of this study were presented at the First International Conference for Therapeutic Approaches to Nitric Oxide, San Francisco, June 2021

- **Hightown Academy, Glasgow**

- Highers: Biology (A), Chemistry (B), English, (B), Geography (B), Maths (C)

- **Laboratory Work**

- **Laboratory Research Assistant, Grant General Hospital, Lanarkshire**
(June - August 2021)

- Completed a 3-month summer research project with Professor Gayle Smith
- Analysed samples from newborn blood spot tests
- Gained excellent technical experience in PCR including sample setup, manual pipetting and plate preparation using automated benchtop equipment, preparation of PCR reaction mixtures and appropriate controls, and operation of PCR instrumentation
- Enhanced research skills through analysis of data utilising SPSS, and submissions of weekly analytical reports

Internship

- **Virtual Research Internship, Inversmark Research Ltd, Edinburgh (May-July 2020)**
 - Analysed data from case studies, testing and evaluating the use of alcohol free sanitiser in clinical settings
 - Recorded findings and statistics on company's bespoke platform, reporting to senior staff on a weekly basis
 - Worked from home, with minimal day to day supervision
 - Attended monthly international seminars on life science research topics
 - Joined global alumni network

Work History

- **Library Assistant (part time), Glasgow Caledonian University (January 2020 - Present)**
 - Utilise customer service skills whilst assisting students with enquiries
 - Work in a small team and liaise with IT support staff to troubleshoot issues
 - Excellent working knowledge of library management and student CRM systems
- **Customer Service Assistant (part time), Tesco, Glendales (June 2017- September 2019)**
 - Developed excellent problem solving skills whilst working on customer service desk
 - Involved in setting up new initiative championing reduction of food waste within store
 - Built strong working relationships with colleagues to create a great team


Volunteering


- **Volunteer role - Simulated Patient Programme, Perth University (January 2022 - Present)**
 - Participate once a month as a simulated patient to support medical students with their communication skills. This involves learning scripts and role play as a patient in a variety of scenarios.

References included on separate online application form

CV Sample 3: New Graduate With No Work Experience

Duncan Finnes

326 Cowcaddens Avenue, Glasgow, G4 0BB
 [linkedin/in/duncan-finness](https://www.linkedin.com/in/duncan-finness)

 0974644222

 dfinnes@btconnect.com

Profile

Highly motivated Psychology graduate looking to gain experience in a voluntary role where I can apply my strong teamwork and interpersonal skills in an entry-level position and build my knowledge of the sector.

Skills

- **Teamwork:** Have worked in small and large groups for university projects, taking the lead in the final year project and managing a team of four students, keeping the team motivated and submitting ahead of schedule.
- **Communication:** Highly developed written communication skills from report and essay writing. Further enhanced my excellent verbal communication skills through one-to-one interviews with young people for my dissertation, where I adapted my communication style to each interviewee in order to put them at their ease.
- **Project Management:** Have a logical, independent approach to tasks demonstrated through final year dissertation undertaken over 6-month period where I met strict deadlines and gained an excellent mark (75%) Further project management skills developed through co-ordination of a successful student volunteering fair with 20 local organisations attending.
- **Research:** Proficient user of Excel and entry-level ability in SPSS, utilised when collating and analysing data for small scale research project during 3rd year. Analytical and report writing skills have been enhanced throughout my studies.

Education

- **BSc (Hons) Applied Psychology (2.1)** - Sept 2018 to May 2021
Glasgow Caledonian University (2nd year direct entry)

BPS accredited course and hold graduate membership of the BPS

Modules included: Health Psychology, Counselling Psychology, Advanced Research Methods & Analysis, and Mental Health Psychology

Dissertation: 'Exploration of young people's mental health during Covid-19 pandemic, with focus on senior school pupils, and impact on progression in education'

- **HND Social Sciences Graded Unit: B** - Sept 2016 to June 2018
City of Glasgow College

Subjects included: Psychology, Politics and Sociology

- **Drummond High School, Glasgow** - Highers: English (B), History (B), Maths (C)

Hobbies/Interests

- **Hockey:** Member of local hockey team, playing twice a week and participating in regional tournaments
- **Travel:** Enjoy experiencing new cultures and spent last summer Interrailing independently through Europe

In line with GDPR, I am happy for you to share my CV and keep it on file.

CV Sample 4: Part Time Job Customer Service Role

Sidney Jones

13 Gibson Road, Glasgow, G58 5FS S.jones@gmail.net 07832 659317

www.linkedin.com/in/jonessidney

A Business Management student with experience working in customer facing roles, strong time management and team working skills. Currently seeking a part time position in a customer service role, available evenings, weekends and during university breaks.

Relevant Experience

B&M, Sales Advisor, Feb 2021 - April 2022

- Provided excellent customer service, operating tills, handling cash and debit transactions; assisting and advising customers on products, and providing alternatives when appropriate, consistently received excellent customer feedback.
- Rotated across different departments as required, supporting colleagues by adapting quickly and keeping product knowledge up to date.
- Organised a fancy-dress event across local branches in order to boost team morale which raised over £300 for charity.

Macmillan, Fundraising Volunteer, Aug 2020 - Dec 2020

- Led a group of 6 volunteers and coordinated appropriate fundraising locations to raise maximum amount of funds; awarded prize for best team of the month December 2020.
- Adapted my communication style to build rapport with a wide range of customers in order to generate donations of up to £100, awarded the prize for raising the most money, two months running.

Education

- **Glasgow Caledonian University, BSc (Hons) Business Management, 2021 - 2024**
Direct entrant to 2nd year
- **Glasgow Whitecourt College, HND Business Administration, A Grade, 2019 - 2021**
Awarded Graded Unit of the Year 2021
- **Glasgow High School, 2013 - 2019**
Highers: English (C), P.E. (B), Drama (C),
National 5s: 6 in total, including Maths and English.

Additional Information

- Volunteered at COP26 (2021) signposting visitors to events and answering queries at Glasgow Central Station.
- Played football competitively for ten years and now a member of the GCU Football Society, responsible for liaising with other universities to arrange matches.

References available on request

CV Sample 5: Postgraduate Student With Previous Work Experience

Jasminder Kaur

Current location Glasgow | Willing to relocate throughout UK

Email: jak201@caledonian.ac.uk

Mobile: 07862 37637888 LinkedIn: www.linkedin.com/in/kaurjasmind

Profile

A highly motivated Data Analyst with over 4 years' experience in IT/ Financial Services industry and currently studying the MSc Big Data Technologies and looking for a Data Scientist role. A confident self-starter with excellent communication and organisation skills, I am experienced in working with senior management and meeting tight deadlines.

Professional experience

06-2018 - 08-2021 **Data Analyst** | HDFC Standard Life, Mumbai

- Experience of working with data visualisation tools and SQL for data manipulation
- Assured the quality of systems and software applications
- Wrote test procedures and used various tools to ensure the quality and performance met expectations
- Developed and enhanced existing processes from SPSS to SSIS improving run-time by 70% and reducing manual intervention by 40%

06-2017 - 06-2018 **Data Analyst Intern** | SBI Analytics, Mumbai

- Engaged in Marketing Mix Modelling projects with high profile clients (data collection, data visualization, modelling, producing and presenting my recommendations)
- Improved Mass Analytics website content
- Translated and documented Mass Analytics case studies

Professional Membership

Student member of the Chartered Institute for IT and benefit from industry insight and networking events. Enjoy keeping up to date with news, research and industry reports and podcasts.

Languages

Professional working proficiency in:

- English
- Hindi
- Marathi

Education

09-2021 - present **MSc Big Data Technologies** | Glasgow Caledonian University

MSc dissertation: How has Big Data impacted the UK transport industry's operations

Modules: Internet of Things, Big Data Platforms, Cloud Computing and Web Services, Software Development for Data Science, Big Data Landscape, IT Professional Issues and Project Methods

Software programmes used:

- Python, JavaScript, HTML, CSS- *advanced*
- SQL, NoSQL (MongoDB, Cassandra, Neo4j)- *advanced*
- Apache Spark, Hadoop, Kafka- *intermediate*
- Cloud Computing (GCP, AWS, Azure)- *intermediate*
- Data Processing and Modelling- *intermediate*

03-2014 - 05-2017 **BSc Information Technology** | BK College of Computer Science, Mumbai

Final year project: Security management models in Information Technology

Modules: Data Analytics, Data Science, Software Testing, Net Technologies, Advanced Computer Network, Web Services, Artificial Intelligence, Cloud Computing, SPSS and MATLAB

2013 - 2017 Mumbai Public School

A Level Equivalent:

A's in English, Chemistry, Physics and Hindi

B in History

Additional Work Experience

09-2021 - present **Store Assistant (part-time)** | Tesco, Glasgow

- Strong customer service and communication skills working in a fast-paced environment
- Managing card and cash transactions with high levels of accuracy
- Stock management responsibilities checking which items need delivered

Interests

In my spare time, I enjoy playing football and going to the gym.

References available on request

CV Sample 6: Skills Based Career Changer

EMMA JACKSON

E: ej200@caledonian.ac.uk M: 07980675123 www.linkedin/in/jacksonemma
FULL UK DRIVING LICENCE

A final year Quantity Surveyor on track to gain a 2.1 Honours degree, I am well-versed in all aspects of surveying including quantification of construction works and project financial reporting. I am keen to join Enviro Construction and believe the graduate programme is a great opportunity to develop my existing skills and knowledge to help achieve your sustainability and global quality goals.

SUMMARY OF RELEVANT SKILLS AND EXPERIENCE

Interact competition: cross-university multidisciplinary design team (3rd year)

- Awarded the Allan Construction industry prize for top individual BSc (Hons) Quantity Surveying student in Interact competition
- Led our design team of six including architecture and structural engineering students from other universities
- Allocated roles outlined in the Design Appraisal
- Responsible for early cost advice, pre-tender cost control, forecasting, cost modelling and life cycle costing

Technical skills

- Contracts and procurement
- Measurement
- Cost monitoring and forecasting

Team working

- Working effectively with colleagues to achieve common business goals
- Proven track record of showing leadership qualities training junior staff in previous career and multi-disciplinary group projects throughout university
- Able to support others and understand where assistance is required
- Encourage discussion and evaluation from fellow students in my role as Student Representative

Communication

- Excellent written and verbal communication skills developed through university and previous career
- Actively engage with the Student/ Staff Consultative process and report students' feedback at formal meetings in my role as Student Representative
- Highly effective in producing quality written work such as reports, coursework and professional email communications
- Effective at communicating complicated information and policies to customers and colleagues that I have trained by being encouraging and supportive

Customer liaison

- Extensive experience of working with customers in face to face, online and by phone advising on products, services and policies
- Excellent listening skills and extensive experience of delivering the highest level of customer service
- Skilled at de-escalation and trouble shooting to ensure best customer experience and aim to resolve problems quickly

ADDITIONAL INFORMATION

Student member of RICS

Student Representative (3rd and 4th year)

I help make improvements to the student learning and academic experience and attend Student and Staff Consultative Group meetings throughout the academic year, previously taking on the role as chairperson.

EDUCATION AND QUALIFICATIONS

- **2017 - present BSc Quantity Surveying (2.1 expected)**

Glasgow Caledonian University

Honours dissertation: Barriers to construction for SME contractors in implementing sustainability in a built environment

Key modules include: Construction Technology 3, Construction Cost Studies, Construction & Development Economics, Construction Contracts 3, Measurement 2, Conservation, Design and Regulation 2, Managed Project Learning, Contemporary Quantity Surveying Practice, Estimating, Project Management, Negotiation, Value and Risk Appraisal

- **2016 - 2017 HNC Built Environment (A)**

Glasgow Clyde College

Key modules included: Architectural Design Sketching & Drawing, Building Measurement & Cost Studies, Building Science, Building Services-Introduction, CAD:2D 1, Construction Industry Fundamentals, Construction Materials & Specification, Construction Site Surveying Sustainability and Modern Methods of Construction

- **1996 - 2001 Shawlands Academy**

Highers: Maths B, Chemistry B, Computing B and Physics B.

Standard Grades: Chemistry 1, Computing Studies 1, Mathematics 1, Physics 1, English 2, French 2, Modern Studies 2 & Graphic Communication 3.

EXPERIENCE

- **2001 - 2016 Trainee Accounts Assistant/Accounts Assistant**

Diageo, Glasgow

Key responsibilities:

- Coded financial transactions appropriately
- Processed payments and invoices
- Reconciled invoices received with departmental billings
- Issued invoices to customers based on services rendered and/or goods sold
- Reviewed employee expenses and make reimbursements
- Regularly trained junior staff in new systems

I have always had an interest in the construction industry and after speaking with Quantity Surveyors at a CIOB event for women, decided on a career change and return to study.

REFERENCES AVAILABLE ON REQUEST

Use Positive Language (Active or Action Verbs)

These create a strong impression of achievement, ability and activity. For example, rather than "I was a class representative" you could write "Elected class representative by my peers, collected and reported their views at formal staff/student consultative meetings"

Be specific and quantify your achievements, if you put together a social media campaign to promote a fundraising event, demonstrate your impact, did you increase engagement, impact attendance or raise more money? For example, rather than "Organised the venue for the graduation dinner" you could write "Negotiated a discount with the venue, saving £600."

Some examples of active or action verbs include:

Planned	Devised	Achieved
Developed	Liaised	Evaluated
Supervised	Co-ordinated	Managed
Administered	Controlled	Selected
Created	Instructed	Negotiated
Designed	Researched	Analysed
Discovered	Recommended	Tested
Diagnosed	Budgeted	Monitored
Evaluated	Examined	Assessed
Promoted	Sold	Advised
Selected	Trained	Taught
Explained	Presented	Conducted
Distributed	Organised	Solved
Represented	Persuaded	Calculated
Completed	Arranged	Generated