

# CV Booklet

**Examples & advice on  
how to write a CV that  
works for you.**

**Brought to you by Oxford Brookes  
Careers & Employment Centre**



[www.brookes.ac.uk/careers](http://www.brookes.ac.uk/careers)

[www.facebook.com/oxfordbrookescareers](https://www.facebook.com/oxfordbrookescareers)

# CV Layout - The Basics

## Name

- Usually at the top of the page and in a slightly larger print size than the rest of the document.
- Contact details: include actual address for correspondence, mobile phone and email address.
- Highly personalised answer phone messages and email addresses – would you share these with your Granny? If not, they won't be acceptable to employers either.

## Profile

- Some employers like these as they can give a flavour of your enthusiasm and personality as well as summarising relevant experience and career aims.
- Should be a mixture of facts and skills, but **KEEP IT SHORT**. If it helps, think of a sort of 'banner headline'.

## Content

- Work out the order of headings that suits you and the job/areas of work you are applying for.
- The main sections you should include are:

## Education

- Most recent first.
- Name of institution, dates, degree/qualification studied, grade obtained/anticipated.
- Here, is an opportunity to tell people something about the style and content of the course but only a small amount of detail and keep it relevant to the job.
- In most situations, it is not necessary to list all modules taken; just enough to give a flavour of your particular degree. Dissertations/independent study modules are good examples of project management, so include them as a separate item. 'A' levels, GCSEs etc. Keep this information to a minimum.

## Work Experience/ Employment

- Again, usually most recent first, although if you have relevant experience and other experience, list the relevant work first.
- List company, period of time there (rough timescale will be fine) and your job title.
- List duties/responsibilities briefly and try to use 'action' words – see 'Hot tips for Action words' leaflet.

## Skills

- See 'Hot tips for Transferable Skills' leaflet.
- More and more employers expect to see a section like this on graduate-level CVs. Try to arrange the skills you possess in the right order for the job/career area. For example, you might feel that your team skills are your strongest attribute, but follow the job advert if it lists communication skills first.

## Hobbies/Interests

- Yes, still an important section even now. It gives the employer a sense of your personality so make it seem real.
- "Reading, cycling and going to the cinema" won't win friends and influence people.
- Say something about what you do "My first love is music. I listen to a wide range of styles and have played bass guitar in several unsuccessful bands" is enjoyable to read, so this character is likely to be enjoyable to interview.

## References

- Most employers would like to see these on a CV.
- **SEEK PERMISSION FIRST**, then quote name, designation (Personal Tutor, Line Manager etc.), full address, telephone and email address (if you have permission to use these).

# James G Cowell

7 Droxo Road  
Oxford  
OX3XXX

078855882323

[JG756503@hotmail.com](mailto:JG756503@hotmail.com)

## Profile

A recent Geography graduate with excellent communication, team working and analytical skills gained from extensive and varied work experience. Now looking for first graduate position in Transport Planning within a local authority.

## Education

### Oxford Brookes University

2002-2005

BSc (Hons) Geography & Physical Geography 2:1

#### Modules Included:

Geographical Information Systems      Geography: Research & Practice  
Conservation of Heritage Landscapes      Ethical Geography

**Comment:** Add relevant modules but avoid long lists

**Research, Presentation and Teamworking** – during research for and delivery of group projects.

**Comment:** You can add some of the skills gained during your course

**Project management** – independently conducted a large scale research project for final year dissertation.

**Comment:** Add the subject of your dissertation research if it is relevant to the role

### The Bladings School, Suffolk

1998-2002

A levels      English A, Geography B, General Studies C

GCSEs      9 grades A-C

## Relevant Work Experience

### Ipswich City Council, Planning Department

2000 – 2005

Administrative Assistant (regular summer work)

- First point of enquiry for members of the public in planning matters
- Developed strong customer service skills in a high pressured environment
- Responsible for the accurate processing of documents relating to planning applications
- Flexible attitude – able to adapt to different tasks at short notice
- Used initiative to develop a new database for the use of planning professionals

**Oxford City Council**

**May 2005**

1 week spent shadowing a Senior Transport Planner – gained first hand experience of the Transport Planning process.

**Other Work Experience**

**Xtra Bar, Oxford**

**2002-2005**

Bar Attendant

- Strong communication skills developed working with a wide variety of customers and colleagues
- Supervised and trained new staff
- Acted as manager during short periods of absence

**Sainsburys, Ipswich**

**2000-2002**

Shelf Filler

- Experienced working efficiently and making the best use of time

**Voluntary Work**

**Oxfam, Oxford**

**2004-2005**

Marketing Assistant Intern

- Designed and distributed campaign and fundraising literature, sourcing key organisations to target

**IT Skills**

Advanced user of Microsoft Office applications, Apple Mac, Email, Internet, GIS and SPSS. Ability to pick up new packages quickly and with little training.

**Interests**

Travel – spent 6 months after graduating travelling in Thailand and India. Enjoyed experiencing completely different cultures and would love to visit other countries in the future.

Reading – avid reader of all science fiction

Sport – watch football (especially Ipswich!) and played in a five a side team at university; helped to organise kits and fixtures.

**References**

Dr A Rekap, Geography Dept, Oxford Brookes University, Gipsy Lane,  
Oxford OX30BP, 01865xxxxxxx [axxxxxx@brookes.ac.uk](mailto:axxxxxx@brookes.ac.uk)  
Mr J Knowles, Planning Dept, Ipswich City Council

## NAREK TERREF

44 Narrow Street, East, G99 PBW

Email – [fffppffitchiff@hotmail.co.uk](mailto:fffppffitchiff@hotmail.co.uk) Mobile – 079999999

### Skills Profile

**Teamwork** – Participating in Team Challenge, and completing Bronze D of E Award, I learnt how to work in groups through listening to what others had to contribute, whilst offering constructive criticism. Learnt to build trust and bond with new people, developing my management skills to lead and direct the group.

**Initiative** – At Aqua Plc project managed the Moby mobile phone rollout for all Shield Insurance sites across the UK. With a six week completion target and with no process in place I had to produce a project plan using existing resources and contacts. Required to be reactive, adapting to different business situations in order to satisfy customer expectations whilst managing external partners such as Moby.

**Communication** – At Audi, made a strong presentation successfully pitching to the department board to release funds to invest in a chauffeuring event for the FTSE 100 CEO's. Managing the implementation of the project demanded extensive networking and the ability to motivate and influence others to aid the project completion.

**Problem Solving** – Dissertation investigated improving sales performance of the Audi Phaeton through recommending a business unit strategy. Using extensive research skills I identified both macro and micro-environmental forces and highlighted Audi's key internal competencies. After reviewing and evaluating the data I proposed Audi become a customer orientated dynamic business unit.

**Working Under Pressure** – At BForce required to work under significant time pressures to compose detailed company profiles on their 23 clients. Prioritised existing work commitments and delegated to other individuals which required strong planning and organisational skills.

**Commercial Awareness** – Extensive work experience in retail and customer service provided the opportunity to see how the world of commerce works in a practical setting, applying business theory to relevant situations. Whilst at Aqua Plc it was apparent that there was limited knowledge sharing to the detriment of the customer. I subsequently advised the design of a learning business unit through innovative team focused concepts, such as 'idea whiteboards'.

### Education

**Oxford Brookes University - BA (Hons) Business & Management - 2:1** **2006 - 2010**

Modules Included:

Marketing Management - Project Management - Management Accounting

**Avon College: A Levels** **2004 - 2006**

Business Studies B - Geography B - General Studies B - SMP Maths C

C of E School: GCSE's - 2A's, 8B's and 1C **2002 - 2004**

### Work Experience

**Aqua Plc** **09/09 – Present**

#### IT Key Buyer

- Providing financial assistance to departments, writing communications to promote the business unit, producing IT standards and strategies to Executive Directors as well as constructing presentations to market the department for senior management.
- Meeting tight deadlines through personal organisation and people management

**The Recruitment Co**

**07/09 - 09/09**

**TECHNO Business Executive**

- Worked on the TECHNO account, introducing a worldwide Linux initiative
- Developing relationships with companies and building their confidence in the program requiring the ability to be persuasive whilst at times assertive

**Audi Fleet**

**07/08 - 07/09**

**Business Development Co-ordinator (Industrial Placement)**

- Management and development of Fleet Marketing data system, produced a series of direct mails and publications
- Liaised with external companies to produce their internet site
- The job presented a real challenge and significant responsibility. Developed ability to turn ideas into actions and to meet objectives through prioritisation, organisation and management skills

**BForce**

**07/06 - 09/06**

**Customer Services Assistant**

- Conducting the ordering, distribution and customer services for key clients

**Cinema Royale**

**07/04 - 05/06**

**General Assistant**

- Required a flexible attitude to adapt to an array of customer service roles

**Homeimprove**

**07/04 - 08/05**

**DIY Assistant**

- Experienced team member given the added responsibility of training new staff

**Information Technology Skills**

- Certificate of Competence in Information Technology
- Clait Computing Award – in-depth knowledge of Word, Excel, PowerPoint

**Positions of Responsibility & Achievements**

- Sport - played football, cricket and basketball, representing school, college, university and club teams. Awarded the responsibility of **captaining the football and cricket team** at school and club level where I developed my ability to lead and motivate others, whilst becoming a greater team player.
- University squash team - active member in the **organisation of the club**, liaising with players and other university teams to arrange matches and club training.
- **Young Enterprise** - appointed Managing Director of 'Entertainment Enterprises' we operated as an entertainment service, organising fashion shows and balls, which was open to all colleges in the area. My inclusive style of leadership helped us become profitable and allowed for knowledge to be shared across the team.
- I enjoy setting personal challenges particularly when **raising money for charity**. Recently I have completed the three peaks challenge, climbing Scaffold Pike, Ben Nevis and Snowdon in 24 hours for Make a Wish and achieved the London to Brighton bike ride for the British Heart Foundation. Both required a great deal of self-belief but provided immense satisfaction.

**References**

Company – Aqua Plc  
Contact - Richard Manager  
Email – [Richard.](#)

Company – Audi UK  
Contact – Tracey Manager  
Email – [tracey.](#)

## Jane Schiller

Ground Floor Flat, Kinn Road, Oxford,  
[groovychicken@hotmail.com](mailto:groovychicken@hotmail.com) 000000077777

**Comment:** Make sure your email address is appropriate to give a professional impression. Open a new account for job seeking if necessary.

---

### Education

**Oxford Brookes University** **2002 – 2005**

BA (hons) English and Music 2:1 predicted

**Secondary School, Oxon** **1995 - 2002**

**A Levels:** English (B), German (C), Music (A)

**AS Level:** History (C)

**GCSEs:** 8 grades A\* - C

---

### Relevant Work Experience

**Publishing Co** **July 2004 - present**  
**UK Marketing Assistant**

Duties and skills:

- **Event co-ordination:** visiting prospective venues in the UK, liaising with event coordinators and representatives, analysing survey results.
- **Creativity:** copywriting for letters, e-shots, and posters.
- **Attention to detail:** managing lead data and the marketing stock database, proof reading documents.
- **Responsibility:** creating and updating the marketing intranet page, providing administrative support to the sales and marketing teams, dealing with enquiries by email and on the phone.

**Amateur Orchestra** **September 2003 - present**  
**Concert Manager**

Duties and skills:

- **Advertising:** creating and sticking up posters, sending emails, creating programmes for each concert on a weekly basis.
- **Negotiation:** liaising with musicians about set length, finding out biographies for programmes,
- **Time-management:** arriving early to set up chairs and equipment, ensuring each performance does not overrun. Notifying staff in advance about pending concerts..
- **Public speaking:** presenting musicians to the audience and notifying the audience of upcoming events.

**Comment:** The bold words at each bullet point reflect words used on the employers job advert – an effective technique for targeting if followed up with evidence from previous roles.

## Other Work Experience

**Tesco Oxford**  
**Food Service Assistant**

**July – October 2004**

Duties and skills:

- **Customer service:** preparing orders, advising customers on products, dealing with enquiries and complaints in person and on the phone.
- **Attention to detail:** checking food quality, ensuring proper rotation of stock, signing check lists.
- **Responsibility:** setting up and closing down sections; working alone on sections when required, training new starters, taking stock counts.
- **Coping under pressure:** maintaining a high level of customer service when faced with long queues of customers.

---

## I.T Skills

- Very competent with computers and databases.
- Particularly familiar with Word, Excel, PowerPoint and the Web.

## Languages

- Conversant in German

---

## Interests and Achievements

- **Writing:** write for Oxford's 'Daily Info' ([www.dailyinfo.co.uk/reviews](http://www.dailyinfo.co.uk/reviews)).
- **Music:** play drums in local bands and record music at home.
- **Sport:** member of the university basketball team; school captain of the girls' football, basketball, hockey and cross-country teams;
- **Walking:** completed the Inca Trail (Peru) July 2003
- **Charity events:** raised £2000 for a Ugandan village by walking 550 km from Uganda into Kenya with a group of 100 Africans and Europeans.

**Comment:** Make your interests interesting! Long lists of words don't work.

---

## References

**Academic** Richard Hamilton Building, Oxford Brookes University,  
Headington Hill Campus, OX3 0BP  
Tel: 01865 48      Email: @brookes.ac.uk

**Employer** Publishing Co, Oxford, Tel: 01865 0909099 Email:

Ground Floor Flat  
Kinn Road  
Oxford  
OX2 6BB

27<sup>th</sup> March 2010

Sam Jones  
Oxford University Press  
Great Clarendon Street  
Oxford  
OX2 6DP

Dear Ms Jones

**Re: Marketing Assistant (W07/076)**

**Comment:** Always start with the job title and reference number of the role (if there is one).

I am writing to apply for the position of Marketing Assistant, advertised on the Oxford University Press website, and enclose my CV for your consideration.

**Comment:** Your introductory paragraph should always state what role you are applying for and where you saw the post advertised.

My current position as UK Marketing Assistant at Publishing Co, together with my role as Concert Manager at Oxford Brookes University have given me a strong interest in a marketing career. My duties at Publishing Co include writing copy for e-shots, mailers and posters, assisting with event co-ordination, liaising with suppliers and managing the marketing collateral database. As a concert manager, I manage all the promotional aspects of weekly concerts, from designing posters and e-shots to writing up concert programmes. I also liaise with musicians about time-slots and equipment requirements. Alongside university and work, I write reviews for Oxford's 'Daily Info', which has enhanced the copywriting skills I have developed at Publishing Co. These experiences have equipped me with solid marketing skills which will enable me to quickly adapt to this role.

**Comment:** Jane sells her copy writing and publicity skills required for this marketing post by talking about them in context of her relevant work experience.

I am not only drawn to OUP because of its global reputation as a leading publisher, but also because of its focus on education. My recent experience as an undergraduate and 'end user' of academic journals such as *Essays in Criticism* and *The Review of English Studies* has sparked an interest in how they are produced and targeted. I welcome the opportunity to explore this further in a marketing role at Oxford Journals.

**Comment:** This paragraph focuses on Jane's motivation – not just for working for OUP, but also her interest in education, and for academic journals. She shows she has researched OUP and puts forward a good case for being enthusiastic about this particular job.

Balancing the demands of work with academic and social life has demonstrated my time-management skills and desire to succeed. As a result of my experience to date both professionally and academically, I believe that I could make a valuable contribution to OUP as a Marketing Assistant.

**Comment:** Jane provides evidence for other skills required for this role using experience from academic and extra curricula activities. If you don't have any relevant work experience yet focus on your transferable skills.

I am able to work full-time from May 2010 and am available for interview at any time.

I look forward to hearing from you.

Yours sincerely

Jane Schiller

# Tom Brown

2 Church Close  
Oxford OX2 1TP  
07823567890

[tbrown@hotmail.com](mailto:tbrown@hotmail.com)

Final year Environmental Science student passionate about conservation and the environment. Extensive voluntary experience working for wildlife trusts in various capacities, including marketing, websites and writing press-releases. Looking for a position in a wildlife trust to further develop skills in marketing and communications from July onwards.

**Comment:** If you write a profile be specific and say what you are looking for.

## Education

**2006-2009: BSc (Hons) Environmental Science 2:1, Oxford Brookes**

**Modules include:**

- Biodiversity Law;
- Communities, Conservation, Conflict & Change;
- Sustainable Resource Use;
- Survey and Monitoring for Biodiversity.

**Comment:** Each section should be in reverse chronological order - i.e. most recent first.

**Research Project:** Field research on biodiversity in Malaysia has given me knowledge of biological field techniques such as wildlife tracking using GPS telemetry, wildlife collating and wildlife health monitoring.

**Comment:** If relevant to the job, include details of research projects or dissertations.

**2003-2006: Newbury College**

A levels: Environmental Science (A), Biology (C), Chemistry (D)

**1998-2003: Newbury School**

GCSEs: 8 A-Cs

## Relevant Employment

**2006-2009: (weekend/voluntary) Oxford Wildlife Trust, Conservation Volunteer**

Weekend volunteer working in small teams to clear rhododendron bushes, coppicing and preparing environments for the Heath Fritillary butterfly.

**Comment:** Mostly a CV should be in reverse chronological order but if you have experience that is directly relevant to the role put it on the front page. Other work experience can go on the second page in an 'Other Employment' section.

**Summer 2008: (Summer Intern) Oxford Environmental Centre, Marketing Intern**

- Managing telephone, email and written enquiries at the centre
- Working with the Marketing Team to promote the centre in Oxfordshire through direct mail and developing the website
- Conducting visitor tours around the insect house
- Providing demonstrations of energy saving techniques to visitors

**Comment:** A few bullet points is often better than long prose for communicating key information to an employer. However you should avoid giving a simple job description - add some detail of outcomes and/or skills used

**Summer 2006: Frontier, Conservation Volunteer, Ecuador**

One month spent in Ecuador Wildlife Sanctuary working with injured mammals and organising environmental education activities for visiting schools. Role also included writing regular press releases for the Marketing Team.

## Other Employment

### **2007-present: Oxford Brookes University, Academic Support Worker**

Taking lecture notes and editing materials for disabled students where I learnt to write quickly and clearly, whilst pay attention to detail.

### **2006-present: ABC Cinemas, Front-of-House Staff**

Dealing with the general public through ticket and snack sales, bar work and ushering. I have improved my communication skills and customer service and learnt how to work in a busy team

**Comment:** Pay attention to detail! Be consistent with full stops, capitals, dashes and layout.

### **2003-2007: Top Shop, Sales Person**

Maintaining the shop floor, and stock and providing a good level of customer service. Opening and closing-up shop, banking, sending orders and using initiative for customer requests and orders.

**Comment:** Don't forget to include practical skills you have which are relevant to the job.

### **Practical Conservation Skills:**

- A full clean driving licence with 4 wheel drive experience
- NPTC Agricultural Tractor Operation Certificate
- I undertook a small mammal identification course at Oxford Wildlife Trust
- Chainsaw certificate
- First Aid Certificate
- PADI Diving Certificate

**Computer Skills:** I can use a PC and Mac fluently along with all the standard software such as Microsoft Office, Adobe Photoshop, Internet Explorer and Visual Basics.

### **Interests:**

I like to draw, paint and do other forms of arts and crafts as well as read and socialise. An avid reader of Nature and New Scientist and have submitted articles on conservation in Ecuador expected to be published this year.

**Comment:** Always include any relevant interests and hobbies as well as more general ones. But avoid long lists with no detail.

### **Referees:**

Dr Andrea Goodman  
School of Life Sciences  
Oxford Brookes University  
Oxford  
Tel: 01865 555555  
Email: agoodman@brookes.co.uk

Ms Manager  
Cinema  
Oxford  
Tel: 01865 222222  
Email: manager@wildlifetrust.co.uk

# Frank Smith

23 Oxford Road, Oxford, OX4 1SA Mobile: 0773552106  
Email: fsmith@hotmail.com

**Comment:** Frank doesn't have room for a profile on his CV - but they aren't compulsory!

## EDUCATION

### **BEng (Hons) Motorsport Engineering**, Oxford Brookes University, 2009 – 2012

2<sup>nd</sup> year modules include:

- *Stress Analysis I*
- *Engineering Dynamics I*
- *Engineering Thermo-fluids*
- *Materials Engineering*
- *Engineering Mathematics*
- *Mechanical Engineering Design and Computer Aided Engineering*

### **Certificate in Automotive Technology (Electrical)**, Otago Polytechnic, 2007 – 2008

Units include:

- *Wiring repairs and electrical circuit testing*
- *Select and use hand tools*
- *Basic tuning on 4 stroke engines*
- *Rectify faults in starting and charging systems*

### **Diploma of Mechanical Engineering**, Otago Polytechnic, 2002 - 2003

Modules include:

- *Strength of Materials 70%*
- *Electrical 67%*
- *Computational Mathematics 70%*
- *Mechanics 58%*
- *Mathematics 65%*
- *Material Science 64%*
- *Engineering Drawing 82%*

## SKILLS

### **Mathematics**

- I have gained a good understanding in Advance Matrix Algebra, Application of Finite Differences and Laplace Transform through my second year and apply this knowledge to solve engineering problem questions.
- I have learnt and developed mathematical methods in MATLAB and Mathcad to model given equations.

**Comment:** Frank has selected skills to match the requirements on a motor sport job spec and provides good evidence of his capabilities. He targets his CV really effectively to this Formula 1 Team.

### **Analysis**

- Developed a good understanding in front pull rod suspension as part of design group project and carried out FEA (Finite Element Analysis) in SolidWorks to analyse the stresses that act on the suspension components such as wishbones, pull rods and uprights under heavy braking, cornering and full bump.
- I have learnt and developed analytical skills in Stress Analysis I, defined the characterization of Stress Profiles, Yielding and Buckling under different load conditions.

### **Mechanics**

- I race Go Karts competitively which has helped me to improve my understanding of how karts behave with different kinds of set up, this experience includes toe in and toe out, caster and camber adjustments, changing front and rear widths, using different tyre pressures.

**Comment:** The front page must draw in the employer and entice them to read on. So help the employer see how your experience is relevant to their position. Most employers spend 50 seconds on a CV so a clear layout such as this is essential.

### **Team Player**

- Participating in Formula Student, I learnt how to work in groups through listening to what others had to contribute and how to build trust and bond with new people.

### **Working under pressure**

- Undertook various tasks while at Chubb that required extra work where I had to ensure important jobs completed to deadlines.

### **Good communicator**

**Comment:** Communication skills are essential for most roles but this is a good example as Frank talks about communication in the context of motor vehicles.

CV for One Year Placement

- Communicated with the design engineers about the test plans for diesel injectors and pumps and had to ensure when built diesel injectors and pumps meet the requirements of the engineers.

## **AUTOMOTIVE EXPERIENCE**

---

### **Formula Student Member (Electrical & Electronic Groups)**

**Nov 2009 – Present**

Oxford Brookes University Team, Oxford

- Making and installing the wiring looms and sensors for both class 1 and 1A cars.
- Contributing with design and make dashboards, fuse boxes and brake lights for class 1 and 1A cars.

### **Support Technician**

**Aug 2008 – Feb 2009**

Delphi Heavy Duty Diesel Systems, London

- Built and tested diesel injectors and pumps – *This proved to be a useful and demanding experience as I had to learn how to operate the test rigs and built pumps and injectors with the group and after one month I was able to proceed on my own.*
- Measurement of diesel injector and pump parts with Talysurf and CMM machines.
- Prepared build sheets for both diesel injectors and pumps.

### **Automotive Technician**

**Apr 2008 – July 2008**

Kendall Cars Ltd, London

- Mechanical and Electrical servicing and repairs – *clutch and gear box replacements, electrical fault finding, tyre and brake pad replacements, serviced vans, cars and Lutons.*

### **Automotive Apprentice**

**Feb 2007 – Jan 2008**

CBS AUTOS, New Zealand

- Developed skills in mechanical and electrical servicing and repairs – CV joint replacements, brake pad and disc fittings, wheel alignment, overhauled starters and alternators.
- Assisted with engine tuning using scanning tool, traced electrical faults and M.O.T.

## **OTHER EMPLOYMENT**

---

### **Fire Protection Engineering Draughtsman**

**Mar 2004 – Jan 2006**

Chubb Systems & Services, New Zealand

- Contributed with the design of small to large installations of sprinkler systems.
- Preparation of sprinkler system drawings, schematic diagrams, block plans, reports and maintenance manuals.

## **I.T SKILLS**

---

- Competent user of Microsoft Office packages, AutoCAD, SolidWorks, Crocodile clip, TinyCAD, MATLAB, Working Model and Mathcad.
- Excellent keyboard skills, able to operate efficiently and accurately.

## **INTERESTS**

---

Motorsports: Go Karting – member of Formula Brookes  
Sports: Boxing and Gym workout

## **ADDITIONAL INFORMATION**

---

Member of The Institution of Mechanical Engineers – IMechE Student Affiliate  
Full UK driving licence

**Comment:** It's good to subdivide your employment into 'Relevant Experience' and 'Other Experience' to help employers quickly identify your most relevant experience.

**Comment:** Employers are almost always looking for good IT skills and these are good examples as they are relevant to a motor sports role.

21 Avon Street,  
Oxford,  
OX2 1SA  
Mobile: 07788332210  
Email: fsmith@hotmail.com  
30 April 2010

Human Resources  
Red Bull Technology Limited  
Building 1, Bradbourne Drive  
Tilbrook  
Milton Keynes  
MK7 8BJ

Dear Sir/Madam

**Re: HR783 – STRUCTURAL ANALYSIS STUDENT PLACEMENT**

I am writing to apply for the Structural Analysis Student Placement position as advertised through our university placement administrator. I am currently in the second year, studying a degree in Motorsport Engineering at Oxford Brookes University.

**Comment:** Your first paragraph needs to get to the point succinctly – what you are applying for, where you saw the post advertised and what you are doing now.

I am personally interested in the exceptional design of the RB6 which has proved to be one the consistently fastest cars on the grid in the last four Grand Prix. I would love the opportunity to learn and develop my skills in structural analysis to help improve the RB6 and make it become the 2010 F1 championship car. I believe the skills I gained from work and academic experiences could be used at Red Bull.

**Comment:** Frank sounds both enthusiastic and knowledgeable about this vehicle he would be working on. His motivation is clear and well articulated.

Throughout my degree course, I have been able to develop my interest in engineering, whilst improving my mathematical skills along with my analytical skills. I achieved 70% in Strength of Materials module in my Diploma of Mechanical Engineering. I hope to achieve a good 2:1 for my other modules this year.

**Comment:** Refer to the skills required in the job spec and provide evidence and details of any key accomplishments.

I have learnt and developed a good understanding on how to use Finite Element Analysis feature in SolidWorks. I analysed the stresses that act on the front pull rod suspension components such as wishbones, pull rods and uprights under heavy braking, cornering and full bump. I have proficient computing skills, having used several MS office and drawing programmes such as AutoCAD and SolidWorks. I also have some experience using MATLAB and Mathcad.

**Comment:** Provide good examples of your technical experience, if required for the role, and any relevant IT experience.

I have worked as a Draughtsman and Support Technician, this has helped me gain engineering knowledge and practical experience. I learnt how to design sprinkler systems to suit different requirements of buildings. I am able to read engineering drawings and build diesel injectors and pumps according to build sheets. I have gained electrical & electronics skills through apprenticeship. I can diagnose and repair electrical circuits and overhaul components such as starters and alternators.

**Comment:** Frank has lots of work experience to draw upon, and articulates well what he is able to do.

On successful completion of this placement year I would hope to continue with Red Bull as a graduate in 2012. Thank you for taking your time to consider this application, I look forward to hearing from you soon.

**Comment:** Talk about your long term career aims if they are relevant to the placement.

Yours sincerely,

Frank Smith

## Andrew Burke

Nicholstone Court  
243 Ashford Gardens  
Hemel Hempstead  
HH889YE  
0778999999

### Key Skills and Qualities

#### Communication Skills

- Developed customer focus and ability to deal effectively with a cross section of the public whilst working as receptionist for the Environmental Planning Department of Lanchester County Council
- Raising £3000 to fund my conservation expedition to Tanzania required persuasive written and verbal communication skills
- As student representative for the English department at University, I liaised and negotiated with academic staff on behalf of the students. Successfully negotiated a change in submission dates to the mutual benefit of staff and students
- Developed verbal and written communication skills through leading seminars and writing reports and essays
- Participation in a conservation expedition to Tanzania with the organisation 'Frontier' required teamworking skills and the ability to quickly adapt to different cultures

**Comment:** A skills based CV gives you the opportunity to highlight and detail the relevant skills you have for the job. The list of skills chosen should come from the employers advert or job description or from a generic job description for similar roles.

**Comment:** Keep spelling and grammar consistent – Andrew uses 'developed' and on the next point 'raising'. Be aware of inconsistencies such as 'organised' and 'organized'

#### Reliability

- Responsible for meeting printing and delivery deadlines whilst working in an administrative capacity for Lanchester County Council Environmental Planning Department
- Successfully raised the money to fund trip to Tanzania within a tight timeframe
- Supportive member of Frontier Environmental team, responsible for collection of environmental data, and variety of domestic chores
- Successfully completed a variety of administrative tasks for the Registry at university to agreed deadlines

**Comment:** When writing about your skills include EVIDENCE of how you demonstrate them. Use the context of your experience to do this.

#### Energetic

- Raised the money to fund place on conservation expedition by a variety of means, including sponsored bike ride, raffle, quiz evening, and writing many letters, whilst working full time for Environmental Planning Department of Lanchester County Council.
- Enthusiastic member of conservation team in Tanzania, collecting and recording environmental data in testing conditions
- Keen sportsman, swim, run and play squash on a regular basis. Reached the quarter finals of university squash tournament

## CV Applying for Summer Placement

### **Maturity**

- A mature and responsible attitude to fundraising ensured the success of my campaign
- Responsible, as student liaison link, for representing the views of students to academic staff
- Delivered a series of talks on my experiences in Africa, following my expedition to Tanzania

### **Education**

**Oxford Brookes University** 2007 - present  
BA (hons) English and History. Strong interest in the poetry of Seamus Heaney and Ted Hughes, and the Industrial Revolution

**Kings High School, Lanchester**  
2006 3 A levels English Lit (A), Religious Studies (A), History (B)  
2004 8 GCSEs, grades A\* - C

**Comment:** Make education and work experience sections short and factual, as detail has been used in the skills section

### **Work History**

Summer 2008 **Administrative Assistant**, Academic Registry, Oxford Brookes University  
Summer 2007, **Receptionist/Administrative Assistant**, Environmental Planning Department, Lanchester County Council  
Summer 2006 **Conservation Volunteer**, Frontier Expeditions, Tanzania

### **Achievements and Positions of Responsibility**

- Staff/student liaison representative for English department 2007/08
- Successfully raised £3000 to fund expedition to Tanzania 2005
- Adapted quickly to different culture in Tanzania 2006
- Successfully completed half-marathon 2007

### **Interests**

- Sport – participating regularly in squash matches, cross country running, and swim to keep fit
- History – active member of university History Society
- Music – extensive contemporary music collection. Enjoy live bands, and attending classical music concerts
- Attend the theatre and cinema very regularly

**Comment:** Use achievements and interests to highlight skills for the role – in this case communication skills and energetic nature and a broad interest in all aspects of the arts.

### **References**

Dr James Joyce, Head of English Dept., Oxford Brookes University, Gipsy Lane, Oxford, OX30BP

Ms Danielle Daniels, Environmental Planning Dept, Oxford,

## Cover Letter for Summer Placement CV

Nicholstone Court  
243 Ashford Gardens  
Hemel Hempstead  
HH889YE

Mr A Simpson  
English Heritage  
Old Manor House  
Rothbury  
LA2 6XZ

7th March 2009

Dear Mr Simpson

### Heritage Customer Service Assistant

With reference to your advert in The Guardian, I would like to apply for the post of Heritage Customer Service Assistant and enclose my CV for your consideration.

**Comment:** Graham clearly sets the scene for the letter in a brief opening paragraph.

My experiences from travelling, working for the local council and acting as a departmental student representative, have allowed me to develop strong communication skills and an ability to deal with the people effectively and productively. I very much enjoy meeting new people and believe I have the outgoing personality patience and sense of humour which would enable me to work well with the public and promote English Heritage.

**Comment:** He follows this up with a strong paragraph highlighting his communication and interpersonal skills which he has identified as being a key requirement of the job.

As you will see from my CV, I am a determined and reliable individual, capable of rising to new challenges. I successfully and imaginatively raised £3000 to fund a trip overseas. My experiences on the trip helped build my self confidence and initiative, and required me to have a mature approach to problem solving. At the same time I was able to fit well into new situations, remaining friendly and enthusiastic at all times.

**Comment:** He encourages the employer to look at his CV and quantifies one of his achievements, before going on to explain the transferable skills gained as a result of this experience.

Having studied history at Oxford Brookes University and been a member of the History Society there, I have an active interest in history and believe I could communicate this to English Heritage visitors. I am quick to learn and would relish the opportunity to learn more about English Heritage sites and contribute to the organisation.

**Comment:** Gives an explanation of his interests and their relevance to the position

My exams take place between the May 20th and June 6th , and I would be happy to arrange an interview if possible outside these times. I will be available for work from the June 6th to September 27th.

**Comment:** is clear about when he is available for work in the summer

Yours sincerely

Andrew Burke

# CV Checklist

Now that you have read this booklet and considered the examples ask yourself if your CV is fit for purpose.

## First impressions

- Easy to read (clear typeface, appropriate use of sub-headings and bullet points).
- Good quality paper - white, parchment or pale blue.
- Check consistency:
  - Formatting (eg line spacing, use of bullets, typeface, headings/ sub-headings)
  - Grammar and punctuation (eg don't mix full stops and semi-colons at the end of listed items)
- Short, concise sentence - convey information, don't tell a story.
- Double-check all spelling.
- Appropriate length - usually two pages, printed on two sheets of paper (academic CVs may be three pages or more; CVs for recruitment agencies may be one page).

## Personal details

- Provide one contact address, or include dates for when you can be contacted at different addresses.
- Make sure your email address sounds professional.
- If including a personal statement, tailor it to the job role.

## Education

- List your most recent qualifications first.
- Refer to degree modules that may be relevant to the job.
- Mention your project/ dissertation if relevant.

## Work experience and skills

- Consider highlighting relevant work experience in a separate "Relevant work experience" section.
- Include voluntary work.
- Refer to experience / skills gained that are relevant to the job.
- Use specific examples of evidence to back up your claims.

## Optional sections

- Include a section for "Positions of responsibility" or "Achievements", if appropriate.
- "Interests" section, be specific - it's more memorable.