[Full Name]

[Home address]

[Contact Number] • [Email Address]

[Social Media]

Driving Licence • Own Car

**Add as many vehicles for communication as possible here. This will show that you are open to new products and communication methods. If you are a member of a development forum such as GitHub, Stack Overflow etc. then add your details - making sure that all details/names you provide are business appropriate.**

**Personal Statement**

**Keep this section of your CV short, factual and snappy. This is the equivalent of your ‘blurb’ that makes the employer read on. It’s your opportunity to highlight ‘who you are’ and ‘what you want’, but remember balance is key. There’s a danger in both underselling and overselling yourself.**

E.g.

I graduated from the University of [university name] in [year] with a [degree class] degree in [subject]. Since then I have undertaken a [work placement/internship/graduate scheme] at [organisation name]. This experience allowed me to develop a host of technical skills including [skill] as well as [skill].

Whilst working with [organisation], I worked in the [team name] team contributing to projects including [project name]. I was responsible for/organised [task], and helped to increase [profit/other metric] by [£X/X%].

I am looking for an opportunity within an [business type/industry] organisation, where I can bring real value, and develop my skills further.

**Work Experience**

**If you are a recent graduate or someone new to the IT market, this section should be aimed at supporting your application, be it a first step or career change into IT. Unless you’ve completed a work placement or have volunteered, there’s a chance your work experience may not be particularly relevant, however the importance of this section is two-fold.**

**Any jobs you’ve had whilst at college or university can demonstrate an attitude to work, and show that you already have experience working under instruction.**

**If you are new to IT, then you need to focus on any transferable skills you have. For example, if you are applying for a web development role, talk about arranging window displays in previous retail positions. If you are applying for a business analyst job, highlight experience in dealing with and processing information (to show communication and data gathering skills).**

E.g.

[Job Title], [Company Name] [Location] [Date M/Y- Date M/Y]

**Achievements and responsibilities:**

• Brief role overview

• Worked alongside [team] to produce [project]

• Implemented [change] which resulted in [benefit]

• Received an [award name] for [reason]

**Education**

This part of your CV is more important when on the first rungs of the ladder career wise, so it’s in your best interest to match your theoretical knowledge and experience to the job you are applying for.

Make sure you add any placements years, dissertations, research papers written, technical skills learnt, and projects completed that are relevant, and again match the salient points to the role.

E.g.

[University Name] [Date M/Y– Date M/Y]

[Degree Class] [Degree Name]

[College/School Name] [Date M/Y– Date M/Y]

A-levels:

• [Subject] – [Grade]

• [Subject] – [Grade]

• [Subject] – [Grade]

GCSEs:

• [Number] GCSEs, grades [range], including Maths and English

**Hobbies and Interests**

**Do not underestimate the importance of this section. It can be an excellent opportunity to show creativity, leadership and many other traits that a potential employer may be looking for – above and beyond your academic achievements and work experience.**

**For example, if you ran a club at university it shows organisational and leadership skills. If you are an avid photographer, and have had work appear online it shows creativity, passion and commitment.**

**However, be warned, this can sometimes be subjective. So where possible, try to ensure anything listed here reinforces a work application and your general persona - some pastimes and hobbies may unintentionally allow a potential employer to form a negative opinion.**

**References**

**References are available upon request.**