[Full Name]

[Home Address]

[Contact Number] • [Email Address]

**Personal Statement**

**This section is your chance to summarise the rest of the CV, and convince the recruiter to get in touch. It is important to keep it brief, between 50-200 words and outline; who you are, any specific skills you have to offer (including ‘soft skills’) and your career aim.**

**Depending on the role, the key ‘soft skills’ employers are likely to look for include: communication, decision making, leadership skills, problem solving and being a team player. Be sure to reference your ability in these areas wherever possible in your CV.**

E.g.

I have gained valuable experience in [area of expertise] at [organisation name] and have a particular wealth of experience and skills in [specific area]. I graduated in [year] from [university name] with a [degree class] degree in [subject], and am now an [industry] professional.

My important achievements include working alongside the [team name] team at [organisation], and contributing to projects such as [project name]. I was responsible for/organised [task] and increased/decreased [profit/other metric] by [£X/X%].

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

**Work experience**

**This should be brief and, as a general rule of thumb, focus on the last five years of your career, or last three roles, in chronological order with most recent at the top.**

**If you are a recent graduate then work experience should be listed before your degree details - if the work undertaken was relevant. If it was not relevant to your industry then list detailed degree/dissertation information first.**

**You should highlight your key achievements and use bullet points rather than lengthy descriptions.**

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 is your chance to talk about your qualifications, academic and vocational. This is a particularly important section for those with no relevant work experience. You should give detail about what you studied, where and when, and list them in chronological order. If you have many of one qualification, such as GCSEs you might find it useful to group them together.**

E.g.

[University Name]

[Date M/Y– Date M/Y]

Degree subject and class achieved (list Masters/PhD first)

* Modules studied
* Skills used
* Dissertation brief

[College/School Name]

[Date M/Y– Date M/Y]

A-levels:

• [Subject] – [Grade]

• [Subject] – [Grade]

• [Subject] – [Grade]

[College/School Name]

[Date M/Y– Date M/Y]

GCSEs:

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

**Skills**

**This section is useful to clearly outline the laboratory/scientific skills you’ve gained at university or in industry. Include even minor relevant skills to increase your chances of being discovered in a CV database search.**

**Hobbies and Interests**

**This section is not essential to include, but you may wish to depending on the role you are applying for. It can be a useful chance to show a little more of your personality. However, be warned this can be very subjective, ensure anything listed here reinforces your application and the idea that you’ll be the right fit for the role. If you don’t have any real relatable hobbies, it is probably best to omit this section.**E.g.

I organise a weekly [sport] game, manage bookings, transport and help to coach the team.

Undertook a [course] in order to improve my [skill].

**References**

References are available upon request.