General Sections

This is an example of sections that are generally found in a CV with guidelines on how to include descriptions of the information in each sections.

Your Name
City, County | Email Address | Phone Number | LinkedIn URL

Education

University Name City, County   Month Year - Month Year

Academic Degree (i.e. BSc/MA etc in Name of Degree)
- Classification: if still studying state predicted grade OR grade achieved to date
- Don't need to separate by year of study
- Relevant Coursework/Project/Dissertation or major final project: include the tiles and then describe how its relevant to the role, company, or sector.

Other/Study Abroad University City, Country   Term / Month & Year
- Subject/focus

College, City, County   Month & Year
- List the qualification you achieved in a row.

Secondary School, City, County   Month & Year
- Summarise your GCSEs into one bullet point - for example achieved 10 GCSE's grade 9-4 including English Language (8), Mathematics (9) and Triple Science (888).

(How to include non-UK qualifications)
Institutions you studied *City, Country*   *Month & Year*
- *Qualification/ course title - include relevant information like Subject/focus.*

Experience / Relevant Experience

Company/Business/Organisation City, County

Position Title   Dates Position Held (Month Year – Present/ Month Year)
- List experiences in reverse chronological order (most recent experiences on top and least recent on bottom)
- Explanation of duties, role in organisation, describing the difference you made in the position in no more than 2 lines.
- Use action verbs at the beginning of each statement.
- Describe what you accomplished in your position and give numbers indicating achievements.

Company/Business/Organisation City, County

Position Title   Dates Position Held (Month Year – Month Year)
- Explanation of duties, role in organisation, describing the difference you made in the position in no more than 2 lines.
- Use action verbs at the beginning of each statement.
- Describe what you accomplished in your position and give numbers indicating achievements.

Skills and Interests/ Award and Achievements
- Digital Skills: Proficient in Microsoft Office (List Programs), List other computer skills
- Languages: List languages and your proficiency level
- Interests: List activities you enjoy that may spark interview conversation

Optional Sections

Profile
A profile section usually tends to be the first section underneath your contact details. Have a look at the targetjobs blog on '[Are personal statements a waste of space on graduate CVs](#)' and if you decide to include a profile then make sure you're not just listing your capabilities but it demonstrates your career goals, motivation for the role/sector and highlights your unique selling points.

Laboratory Skills / Technical Skills
- Have a look at the Warwick career blog on ['How to turn university work into experience on your CV'](#) for some useful tips on how you can showcase yours skills and knowledge in the education section
- Could consider moving this section above the Experience section.

Voluntary Experience / Other Experience
Organisation/Association/Society City, County
Position Title   Month Year - Month Year
- Describe your interests and demonstrate the transferable skills the recruiters are searching for.
- Explanation of duties, role in organisation, describing the difference you made in the position.
- Describe what you accomplished in your position and give numbers like positions in your experience section.
- Based on relevance and experience, consider moving this section above your Experience section

Research Experience/Teaching Experience
Organisation/Institution/Research Centre City, County
Position Title   Month Year - Month Year
- Describe the project or position and your accomplishments.

Publications/Conferences/Workshops
- Relevant to academic roles
- Keep the formatting consistent with the other sections.

Professional Memberships
- State the type of membership or affiliations.
- Include information about its relevance and what you gain from the membership or affiliation.

Reference
- Can include **'References available on request'** if you have space.