

Example Student/Graduate CV

Michael Davies

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Your profile should summarise the skills you've gained from both academic and work experience.

Profile

A versatile and professional law graduate with wide ranging experience in a variety of law-related areas including youth offending, debt and benefits advice, employment law, and housing. Seeking to combine academic achievements and work experience in a challenging role within the voluntary sector.

Education and Qualifications

2006 – 2009

LLB (Hons) in Law 2:1

Nottingham Trent University

Optional course modules: Employment Law, Contract Law, Consumer Law, Law and Medical Ethics, European Law.

2004 – 2006

Nottingham Sixth Form College

3 A-Levels English Language (A)

Psychology (B)

Business Studies (B)

1999 – 2004

Ashburton Secondary School

9 GCSEs Grades A - C

You can include details of any modules, projects or placements covered in your degree that are relevant to the job you're applying for.

Voluntary Experience

2007 – 2009

TGH Advice Centre

Volunteer Advisor

- Providing independent, confidential and impartial advice to clients on debt, benefits, employment, housing, relationship and family issues for local voluntary organisation
- Interviewing clients face-to-face and over the phone to establish their needs
- Drafting letters and making calls on behalf of clients
- Referring clients to specialist caseworkers for complex problems or signposting to other agencies when appropriate
- Assisting clients to negotiate with companies and service providers to resolve any difficulties.

2008 – 2009

Volunteer Mentor

Youth Offending Team

- Providing one-to-one support, guidance and encouragement to young people who are at significant risk of offending or re-offending
- Maintaining confidentiality, whilst ensuring child protection procedures and issues of disclosure are followed
- Supporting mentees to set positive goals and work towards achieving these
- Establishing and maintaining regular and timely contact with mentees.

Separating the voluntary work from the paid work can help to make the voluntary work more prominent. In this instance the voluntary work is the most relevant.

Work Experience

2007 – 2009

Bar Supervisor

Student Union Bar

- Served customers, maintained excellent levels of customer service during busy periods
- Managed the bar in line with health and safety regulations
- Trained and supervised new bar staff
- Key-holder and responsible for opening and closing the bar within licensing hours
- Planned and organised staff rotas
- Ensured the bar area was stocked and well maintained.

Although this role may not be relevant to the new area of work, it highlights transferable skills and experience such as supervisory and management skills.

Additional information

- Confident with a range of IT packages including Word, Excel, Powerpoint, internet and e-mail.
- Fluent in Spanish and French
- Full, clean driving licence.

Interests

- Team captain of the University Hockey Team
- Active member of the University Student Union.

Positions of responsibility related to sport such as team captain may not be related to the job but highlight leadership qualities.

References

- Available on request.