



Example CV Layout

A N OTHER

a.other@dundee.ac.uk

T: Home / M: Mobile

My Address, Dundee, DD1 4SD

Make name and contact details clear and think about positioning - does it look neat? You could also include your LinkedIn URL here.

Personal Profile

A profile is a concise summary of your background, key achievements and skills, and career aim. 4-6 lines with the following structure is about right.

- Who am I?
- What can I offer?
- What am I looking for?

Key Skills

A great way to highlight you have the skills the employer is looking for. Remember to focus on include too many (3-4 about right).

- **Skill 1:** Example evidence
- **Skill 2:** Example evidence
- **Skill 3:** Example evidence

Education

Include details of your current degree and any other qualifications from higher/further education. Allocate more space to this than your school and consider adding details of university modules (especially if relevant to job). Keep older qualifications e.g. GCSE, brief.

Date from Date to Name of University Degree title/subject (degree classification/expected)

Details of subjects studied

Dissertation/Project: Title and brief overview

Date from - Date to Name of Secondary School

- Details of highest level school subjects and grades (e.g. A level/Highers/Advanced Highers/non-UK equivalent)
- Standard Grade/GCSE or equivalent

Work Experience

Work experience is more than just a list of jobs - it is a key section to display your relevant skills, attributes and experience. Use concise bullet points to highlight the main activities and achievements. To make an impact, use positive action verbs to describe your achievements and skills development. Work can be paid or unpaid and listed in reverse chronological order.

Date from – Date to Job Title, Organisation, Location

- Main roles and Responsibilities
- Achievements

Additional Information

Use these sections to highlight your skills and achievements from your extra-curricular activity. If detailing hobbies keep it brief - but if possible, use it to highlight your skills and attributes too. Details of extra-curricular activities such as clubs and societies, positions of responsibility, training and awards, skills such as IT and language, details of achievements outside of work and study.

Interests and Activities

- Hobbies and outside interests

Referees

References are not always required on a CV and can be written as 'References Available on Request'. If included, it is usual for students to include a work and academic reference.

Name 1

Address

Contact details

Name 2

Address

Contact details