**Your Name**

**email@address.co.uk**

**07712 345678** || 1 **Durr Street, Pickles Town, PK4 3LE**

**PERSONAL STATEMENT**

A personal statement here is important and creates a vital first impression. Make sure you summarise your professional attributes, skills and career goals, and why you are right for the job- but be brief and provide evidence not just throw away lines!

**EDUCATION**

* University of Leeds, Leeds, West Yorkshire, LS2 9JT, UK

Course Title, Overall average %.

Briefly list key modules e.g. lab skills modules, professional development modules and any relevant to the position you’re applying for, again selectively listing only those level 2 modules that are most relevant to the position you’re applying for.

College/School Name, Location, A levels, GCSEs

**RELEVANT EXPERIENCE**

Job Title, Company Name, Location, Dates of Employment.

This is understandably a difficult section for many students. Try and include relevant work experience and do not just simply list ‘Bar Work’. Pick out key roles, skills and achievements- it’s actually the ability to identify these that employers are looking for in many cases rather than the actual work you’ve done.

**ACHIEVEMENTS AND AWARDS**

Include any relevant distinguishing qualifications or achievements to date here e.g. prizes from school or university and even membership of societies such as Society of Biology, British Pharmacology Society etc etc. **NOTE: If not a member of such societies for your degree area, it is worth joining- student membership is usually free of charge.**

The above section can be merged with the following as appropriate……..

**PERSONAL SKILLS AND ACHIEVEMENTS**

Outside interests enable a potential employer to gain an understanding of what motivates you, what personal skills you may have and how you will integrate into the team. Look at how job advertisements stipulate certain personality traits required for positions. Identify what they are and show how your hobbies can relate to their requirements.

This really is a section where you can distinguish yourself and at the very least look like an interesting person they’d like to have a chat with. Don’t be ‘quirky’ though!

A good chance to get over transferable skills that you have gained from your interests.

**REFERENCES**

Can put ‘References are available on request’ or put actual referee’s contact details. If you do include references use up to date university ones or at least relevant/key work experience ones. Don’t use school references anymore.

Overall try to avoid clichéd phrases that don’t differentiate you as a candidate e.g. *“I’m a good team player”* or *“I work well under pressure”* without providing suitable evidence to back them up.

**Remember: Always tailor your CV for each application to match the requirements/criteria of the role you’re applying for.**