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CV EXAMPLES

Contents

Guidance notes	2
Chronological CV	4
Skills-based CV	6
Technical CV	8
Creative CV	10

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General Guidance

Personal Details

Your name should be larger than the body of text and bold to stand out. This can be to either side of the page or in the centre. Below this, include personal contact details including email and/or phone number. Your postal address is optional.

Personal Profile

This is optional – however it is your opportunity to introduce your professional identity, up to three of your unique selling points with brief details of where you developed these, and details of your current aim or goal. For example:

“As a recent graduate from the University of Townville, with a 2:1 honours degree in marketing, I have undertaken internships at industry-leading agencies such as Beyond Imagination and Noah Freemans. These placements have allowed me to develop sector knowledge and gain hands-on experience, as well as expand transferable skills such as commercial awareness, communication and negotiation and analytical skills. My career aim is to gain a role which allows me to further my expertise and take on increased responsibility at a market-leading digital marketing agency.”

Education

- List in reverse chronological order
- If you have not yet completed your degree, do include it with your future completion year
- If relevant, you may also wish to include modules you’ve completed as part of your degree and your dissertation title
- GCSEs do not need an apostrophe (e.g., GCSE’s) and you do not need to provide all of your GCSE results in list-form. Instead, include the number of GCSEs you have, with your range of grades (e.g., A-C) and around three of your most relevant GCSEs.

Professional Experience

This can be paid or voluntary experience, relevant to the role you are applying for. If you have a long list of experience, try to only include the ones which are most relevant for the position you are applying for. This should be listed in reverse chronological order. Information provided should include dates, the job title, and the employer.

- We’d recommend that you try to avoid long paragraphs and utilise bullet points instead
- Try to begin each bullet point with an active verb (e.g., managing, supporting, utilising)
- Within each bullet point, consider highlighting relevant skills and information about any impact achieved (e.g., How did you know that you were successful?)

If you wish to prioritise your relevant work experience, you can arrange your experience into sections such as ‘Relevant Experience’ and ‘Other Experience’. Another option could be ‘Work Experience’ and ‘Volunteering Experience’ sections.

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General Guidance

Awards and Achievements/ Additional Information

This section is optional; however, it is a space to potentially include any awards you have achieved in work or during education. If you are a member of any professional bodies, such as the British Psychological Society (BPS), you can include this too.

References

As your CV should be a maximum of two pages, you do not need to list the full details for your references. You could include the phrase 'References available upon request' to indicate that you have the details for your referees available and the employer is able to request them.

General Tips

- We'd recommend that you don't include a photo of yourself, or details such as your date of birth, your marital status or national insurance number, as this is not common practice in the UK
- Use a professional font (e.g., Arial, Calibri etc) in font size 11 or 12
- Consider utilising headings and bullet points to help structure your CV
- We'd recommend that you proof-read, and then proof-read again
- For more advice or guidance around your CV or to organise a CV check, email careers@yorks.ac.uk or come to our drop-in in LaunchPad
- Have a look at our CV Checklist

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Chronological CV Example

Charlotte Hammond

173 Simpson Road, York, North Yorkshire, YO1 1AB
01234 567 890 | charlotte.hammond@wahoo.com

Personal Details

As a recent graduate from York St John University, with a 2:1 honours degree in Business Management and an MSc in Human Resource Management, I have undertaken an industrial placement in HR with a globally-recognised organisation and held a part-time role as an HR Assistant with a York-based legal firm. These experiences have allowed me to gain hands-on experience within human resources and further develop my strengths in negotiation, problem-solving and project implementation. My career aim is to secure a role which allows me to further develop my expertise in HR and take on increased responsibility within a reputable global organisation.

Personal Profile

Education:

MSc Human Resource Management (D*) | York St John University | 2017 – 2019

Dissertation Title: *“Risk or Reward: The effect of workplace recognition on individual performance”*

BA Business Management with placement (2:1) | York St John University | 2013 – 2017

Relevant modules include: Organisational Behaviour (67%); Managing Employee Performance (71%); Management and Leadership (64%); Employee Resourcing (67%); Business and Commercial Law (77%); Developing Talent in Organisations (62%)

A Levels | Priestley College | 2010 – 2012

English Language: C Business Studies: B Sociology: B

GCSEs | William Beaumont High School and Specialist Sports College | 2005 – 2010

11 GCSEs grades A to C, including Mathematics, English Language and Literature

Education

Relevant Experience:

HR Assistant | Jones, Smith & Elliott Ltd | May 2018 – present

- Working effectively as part of a team to provide support for recruitment campaigns
- Preparing remuneration information for upload into the HR and Payroll system and working to weekly and monthly deadlines
- Utilising strong interpersonal skills with internal and external colleagues when administering and communicating HR policies and processes across the business

Professional Experience

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Chronological CV Example

- Filing all employee details in line with data protection legislation and working with confidence, diplomacy, and tact

Human Resources Intern (Industrial Placement) | McDonalds | August 2015 – August 2016

- Supporting departmental strategy and projects, including Employee Relations, People Systems, Rewards and Talent Acquisition, and Global People Strategy
- Taking the lead on the “Starter for Ten” project, including report-writing and delivering regular presentations to the Senior Management team
- Developing professional relationships with key stakeholders and departments
- Maintaining a strong knowledge of practices and procedures, and providing advice and guidance to managers and employees on a variety of HR topics
- Supporting the new starter process and successful operation of the online filing system for employee data, demonstrating accuracy and good attention to detail

Other Experience:

Sales Assistant | Tesco Supermarket | November 2010 – May 2012

- Demonstrating excellent customer service skills and providing accurate advice and assistance in a professional manner
- Efficiently processing payments and issuing refunds using an EPOS system and interacting with more than 80 customers each day
- Delivering strong conflict resolution and problem-solving skills when dealing with and rectifying customer complaints
- Attending and contributing to staff meetings regarding company developments

Awards and Achievements

August 2016 | **McDonalds Staff Excellence Award for Continued Valuable Contribution**
February 2008 | **Duke of Edinburgh Award Gold**

Hobbies and Interests

I'm extremely passionate about contributing to social impact within the local community and have been a volunteer with York Salvation Army and York Foodbank for around three years, alongside study and part-time work commitments. I also enjoy running for charity and recently completed the Great North Run for *Mind*, the mental health support charity.

References available upon request

Professional Experience

Awards and Achievements

Additional Information



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Skills Based CV Example

Alexandra Smith

175 Simpson Road, York, North Yorkshire, YO1 1AB
E: alex_smith@wahoo.com M: 01234 567 890

Personal Profile

Second year Psychology student at York St John University with a strong interest in fashion and marketing. With knowledge of social psychology and experience in retail and visual merchandising, I possess the unique combination of strong commercial awareness, good business acumen and understanding of consumer behaviour. I am currently seeking an internship opportunity which will allow me to proactively develop my existing skills within a fashion-focused marketing firm.

Education

York St John University **2018 – 2022**
BSc Psychology

Relevant modules include *Exploring Social Psychology; Biological Bases of Behaviour; Experimental Research Methods and Statistics; Social Psychology; Qualitative Research Methods; Advanced Topics in Brain & Behaviour*

Queen Elizabeth Sixth Form College **2016 – 2018**

A-Levels: Psychology (B) Law (B) Mathematics (C) General Studies (C)

Woolston High School **2011 – 2016**

9 GCSEs (A*-C) including Mathematics, English, Drama and Art

Key Skills

Independent Research, Analysis and Numerical Skills

- As part of my degree, the academic modules “Experimental Research Methods and Statistics” and “Qualitative Research Methods” have allowed me to greatly develop my ability to perform independent research, collect and interpret large amounts of data and analyse this data for use in assessed reports.
- In my role as Sales and Returns Desk Assistant, I utilised my strong attention to detail and high level of accuracy to efficiently complete the store returns process and ensure the correct amount was refunded, taking into consideration store discounts or deductions. I additionally worked closely with the Customer Service Manager to analyse the impact of the new Returns Policy using anonymised customer data.

Strategy and Innovation

- During Sixth Form, I participated in “The Apprentice @ QE” Business Challenge, where each participant was given £20 to implement a business idea and competed to produce the largest profit. Sourcing a unique range of pin badges and creating an innovative marketing and sales strategy, I was successful in producing a £100 profit and achieved second place in the competition.

Key Skills/Skills and Achievements

The aim of a skills-based CV is to evidence your ability to demonstrate key skills (up to five) which relate directly to the role or sector that you are intending to apply for, evidenced using a wide range of work and non-work experiences. Try to refer to a range of other experiences too, such as paid and unpaid work, any volunteering, societies, sports team etc.



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Skills Based CV Example

- On expedition for the Duke of Edinburgh Bronze, it was vital that we were able to work effectively as part of a team. As the leader of our team, I was responsible for assessing the route and producing a strategy to reach the destination in the most efficient time, taking comfort or food breaks, varying terrain, and weather conditions into consideration.

Creativity

- Alongside my Sales Assistant role at Marks and Spencer, I took on additional responsibility of supporting the Visual Merchandiser with in-store displays as this was an area of real interest to me. I thoroughly enjoy using my creative flare to design unique and engaging displays to successfully merchandise stock, encourage customer sales and develop commercial awareness.
- Since joining York St John University, I have been an active member of Creative Writing Society and have been able to utilise and develop my ability to write copy, content and short stories for a variety of purposes. As a storyteller, I can effectively produce narratives to inspire, influence and persuade audiences.

Professional Experience

York St John University 2018 – 2019
LaunchPad Ambassador

- Supporting the LaunchPad Careers Team to maximise student engagement with the service through participating in workshops, answering peers' queries and lecture shout-outs.

Marks and Spencer, York 2018 – 2019
Sales Assistant/VM Assistant

- Undertaking a wide range of duties across the salesfloor of M&S York, with the additional responsibility of supporting the Visual Merchandiser

Debenhams, Stockton-on-Tees 2016 – 2017
Sales and Returns Desk Assistant

- Responsible for processing sales and refunds through the electronic till system, implementing the store's refund policy and providing a consistently high level of customer service

Other Experience

York St John University 2018 – 2019
Member of Creative Writing Society

Queen Elizabeth Sixth Form College 2017
"The Apprentice @ QE" Business Challenge participant

Duke of Edinburgh Bronze Award 2014 – 2015
Participated in 6 months volunteering for a charity and an expedition in the Scottish Highlands

References available upon request

Relevant Experience/ Professional Experience

This can be paid or voluntary experience, relevant to the role you are applying for. If you have a long list of experience, try to only include the ones which are most relevant for the position you are applying for. This should be listed in reverse chronological order. Information provided should include dates, the job title, and the employer.

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Technical CV Example

Sean Fletcher

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M: 01234 567 890 E: s.fletcher@wahoo.co.uk

Personal Profile

Recent Computer Science graduate with practical industry experience from completion of an industrial placement with XCLISIS Electronics and working as a Technical Support Assistant. I'm currently seeking a graduate opportunity within software development and implementation, that will allow me to utilise and develop my current technical skills.

Education

York St John University 2015 – 2019
BSc (Hons) Computer Science with Year in Industry

Key areas of study include Programming; Software Engineering; Technology in Context; Databases; Networking; Mobile Application Development; Philosophies of Technology; Human Computer Interaction; Artificial Intelligence; and Cybercrime Security.

- Graphical Programming – Proficient in Adobe Photoshop and Illustrator, Adobe After Effects, Adobe Flash and SketchUp
- Web Development – HTML5, CSS3, JavaScript, XML, JQuery and Ajax
- Programming – Delphi, Pascal, Visual Basic, Java and C++
- Excellent communication skills during group-work with the ability to solve problems effectively and produce innovative ideas
- Motivation and passion for technology demonstrated during Year in Industry
- Awareness of industry developments developed through academic modules, such as 'Artificial Intelligence' and 'Cybercrime Security', and academic journals

Extended technical skills

Northallerton School & Sixth Form College 2008 – 2015
A-Levels – Computer Science (B), Information Technology (B), Mathematics (C)
GCSEs – 9 (A-C) including English; Mathematics; and Information Technology

Relevant Experience

XCLISIS Electronics 2017 – 2018
Business Intelligence and Analytics Software Intern

- Maintaining a strong focus on two key business areas, BI and Software, across two respective teams
- Performing in-depth and complex data analysis to inform fundamental business decisions, utilising accuracy, and strong attention to detail
- Supporting the identification of process improvement opportunities to build streamlined and scalable solutions
- Participating in the development, delivery, maintenance, and improvement of performance metrics dashboards

Extended technical skills

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Technical CV Example

- Working and communicating effectively across multiple teams, including Business Intelligence (BI), Technical Development, Sales and Management
- Utilising Software Development Methodologies, such as Agile and iterative development

York St John University
2017 Technical Support Assistant

2015 –

- Providing high-quality hardware and software support to York St John students, demonstrating knowledge and passion for technology
- Using technical skills and experience to identify, research and resolve IT problems
- Logging all issues accurately onto the system, and documenting, tracking and monitoring problems to ensure a timely resolution
- Maintaining an effective solutions-focused approach when working with both staff and students
- Delivering practical support to upgrade and configure PCs, laptops, printers and software

Extended technical skills

Other Experience

Allan's Pet Supplies
Assistant (Weekend)

2014 – 2015 Sales

- Delivering a high level of customer service and providing accurate advice on pet care
- Selling pet food and accessories, and upselling promotional products in line with targets set by the manager
- Demonstrating excellent organisational and time-management skills through the creation and implementation of an animal feeding and cleaning rota for all members of staff
- Creating an online store and stock checking system for use by staff and customers

Extended technical skills

Additional Information

Languages: English (Native), Japanese (Intermediate), Mandarin (Beginner)

Hobbies and Interests

During my time at University, I was a keen member of the York St John Rowing Club and took part in regular training, competitions, and regattas. Since graduating, I've joined the York City Rowing Club and absolutely love being out on the water. I've developed the ability to work effectively as a team, build strong relationships and continue to work hard to achieve the greatest possible result.

References

References available upon request



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Creative CV Example

You can find this type of CV aims to demonstrate your creative ability and is largely used when applying for creative roles. For help curating your CV, go to our CV Checklist.

More information around the pros and cons of creative CVs and inspiration can be found on the Prospects website:

<https://www.prospects.ac.uk/careers-advice/cvs-and-cover-letters/creative-cvs>

There is a link to a Creative CV Guide published by University of the Arts London (UAL), University for the Creative Arts (UCA) and University College Falmouth (UCF), this guide is attached here:

https://www.arts.ac.uk/__data/assets/pdf_file/0029/62489/Creative-CV-Guide.pdf

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