



My Learning Essentials

FINDING A JOB:

CV STRUCTURE AND PRESENTATION – UPDATED CV

This document contains an example of a student's CV which has been rewritten using the ideas from the online resource.

This CV is used throughout the online resource and is also referred to in the cheat sheet downloads.

When reading through this CV compare it to the original one, can you see how it has been changed?

The same basic information can be used to construct two very different CVs by improving the layout, presentation and expanding on the content.



Alex Jones

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Education

2011 –2014 **The University of Manchester, BSc (Hons) Geography. Predicted grade 2:1**

- Completed group business project with a local charity examining usage of bus services by disability concessionary pass holders. Worked within a team of six and was responsible for organising data collection, survey design and statistical reporting.
- Dissertation: Has the Tesco Extra Regeneration Store in Stockport Led to a Local Widening or Narrowing of both Food Choices and Accessibility to Food? Interviewed various stakeholders including local council representatives, residents, community groups and store management. Developed a greater awareness of the conflict between the needs of business and demands of consumers.

2004-2011 **Brighton High School**

- A LEVEL Geography - A History - A Business studies - B
- GCSE 10 A* - B including Maths and English

Work Experience

Oct 2013-present **Bayliss & Jones Photography.** Marketing Assistant

- Assisted with the organisation of Bayliss & Jones presence at the annual Brighton Wedding Fair. Responsible for booking exhibition space, all liaisons with venue and catering staff and collecting customer details for future marketing purposes.
- Produced marketing materials and promotion of event via social media.

Sep 2011-present **Breakthrough Cancer Care and Macmillan.** Fundraiser

- Received training in how to engage with people, win their trust and encourage donations for worthwhile causes.
- Quickly learnt to 'read' situations, gauge when someone was busy or distracted and adapt my 'pitch' accordingly.
- Stood in for the team leader on several occasions, co-ordinating travel arrangements for myself and six fellow fundraisers and arranging regular meeting points for checking on their progress.
- Regularly exceeded my weekly fundraising targets which led to being chosen for a week's intensive fundraising in the south of England, where I was one of the most successful fundraisers.

July - August 2012 **Marks & Spencer, Brighton.** Sales Assistant

- Selling lingerie and nightwear in busy flagship store demanded excellent product knowledge and awareness of key season trends and new collections.
- During busy sales periods took responsibility for managing the customer service desk, training new colleagues and motivating them to achieve sales targets.
- Provided the highest level of customer service, regularly exceeding sales targets (consistently 20% above monthly target) and achieved an award for excellence in customer care.
- Worked effectively to ensure stock was presented in accordance with visual merchandising guidelines and used creativity to style shop floor mannequins to maximise sales.

July – Sept 2011 Twistdale Forest Park, North Yorkshire. Volunteer -Regeneration Project

- Led team of five to undertake an ecological survey of a park area prior to regeneration
- Produced written report detailing impact of path repairs on the park and gave a presentation to regional wardens advising on our recommendations.

July 2009– Sept 2010 Pizza Hut, Hove. Team Leader

- Started as waitress part-time to support A-Level studies and promoted to Team Leader in 2010 as recognition for commitment to excellence in customer service.
- Took the initiative to create a 'buddy-system' to support new starters through their training programme. This involved giving one to one advice and support on various issues from pay queries to customer complaints.

Positions of Responsibility

Oct 2012-present The University of Manchester, Peer Assisted Study Scheme (PASS) Leader

- PASS is a globally recognised scheme, with over 1,500 institutions involved, designed to support student learning by encouraging collaborative discussion in an interactive environment.
- Organise and lead weekly meetings with up to fifteen first year mentees.
- Design session content and set the agenda based on course materials and student priorities.
- Help to motivate students and facilitate discussion.
- Plan interactive activities to aid student learning e.g. use of 'Mind' maps.

Additional Skills

IT: Proficient in using excel for data analysis and experienced in producing professional reports and presentations. Some experience with InDesign and Photoshop.

Driving Licence: Full, clean

Interests & Activities

- Member of the University Swimming Club. Train twice a week and currently helping with new membership drive.
- Member of the University of Manchester's Media Club. Attend regular networking events to improve commercial awareness and make contacts.

References

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