**First name Second name**

Address, Postcode

Phone number Email address LinkedIn profile

**PERSONAL PROFILE**

*A short statement that outlines: Who you are (e.g. degree studying); what you bring (e.g. experience, specific skills, motivation, knowledge or a unique selling point); what role you are applying for.*

**EDUCATION**

Start Year – End Year *University of Leicester*

Undergraduate Degree title and Grade (Received/Predicted)

Relevant Modules

Dissertation and/or appropriate projects

Start Year – End Year *Name of School, Location*

A level: Subject (Grade), Subject (Grade), Subject (Grade) (*or equivalent qualifications*)

No. of GCSE’s (Grade Range) including Maths (Grade) and English (Grade) (*or equivalent qualifications*)

**RELEVANT WORK EXPERIENCE**

Start Date (Month/Year) – End Date *Company/Organisation name, Location, Job title*

Action Word (e.g. ‘Developed’ or ‘Delivered’) followed by key responsibility/achievement/skill(s) acquired/ learning gained/ insights gained

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Start Date (Month/Year) – End Date *Company/Organisation name, Location, Job Title*

Action Word (e.g. ‘Developed’ or ‘Delivered’) followed by key responsibility/achievement/skill(s) acquired/ learning gained/ insights gained

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**ADDITIONAL WORK EXPERIENCE**

Start Date (Month/Year) – End Date  *Company/Organisation name, Location, Job Title*

* Action Word (e.g. ‘Developed’ or ‘Delivered’) followed by key responsibility/achievement/skill(s) acquired/ learning gained/ insights gained
* Action Word (e.g. ‘Developed’ or ‘Delivered’) followed by key responsibility/achievement/skill(s) acquired/ learning gained/ insights gained

**POSITIONS OF RESPONSIBILITY**

Start Date (Month/Year) – End Date *Company/Organisation name, job title*

* Action Word (e.g. ‘Developed’ or ‘Delivered’) followed by key responsibility/achievement/skill(s) acquired/ learning gained/ insights gained
* Action Word (e.g. ‘Developed’ or ‘Delivered’) followed by key responsibility/achievement/skill(s) acquired/ learning gained/ insights gained

**VOLUNTEERING**

Start Date (Month/Year) – End Date *Company/Organisation name, job title*

* Action Word (e.g. ‘Developed’ or ‘Delivered’) followed by key responsibility/achievement/skill(s) acquired/ learning gained/ insights gained
* Action Word (e.g. ‘Developed’ or ‘Delivered’) followed by key responsibility/achievement/skill(s) acquired/ learning gained/ insights gained

**CLUBS & SOCIETIES**

Start Date (Month/Year) – End Date  *Club/Society Name, Role*

* Action Word (e.g. ‘Developed’ or ‘Delivered’) followed by key responsibility/achievement/skill(s) acquired/ learning gained/ insights gained
* Action Word (e.g. ‘Developed’ or ‘Delivered’) followed by key responsibility/achievement/skill(s) acquired/ learning gained/ insights gained

**QUALIFICATIONS & AWARDS**

* Date Achieved **Leicester Award:** One or two sentences describing the activities within the award and learning you have gained from it.
* Date Achieved Type of Award: One or two sentences describing the activities within the award and learning you have gained from it.
* Date Achieved Name of Qualification, Grade/Mark Received

**KEY SKILLS**

*Key Skill 1*

* Specific example of demonstrating skill using the STAR technique (Situation/Task/Action/Result)
* Specific example of demonstrating skill using the STAR technique (Situation/Task/Action/Result)

*Key Skill 2*

* Specific example of demonstrating skill using the STAR technique (Situation/Task/Action/Result)
* Specific example of demonstrating skill using the STAR technique (Situation/Task/Action/Result)

**LANGUAGES**

* Language, (Mother Tongue/Fluent/Business/Conversational/Beginner)
* Language, (Mother Tongue/Fluent/Business/Conversational/Beginner)

**TECHNICAL SKILLS**

* Skill or Technique
* Skill or Technique

**INTERESTS**

Interests (relevant to the occupation/study applying for if possible)

**REFERENCES**

Available on request