Example CV highlighting virtual and online experiences

To be used in conjunction with the job description for a policy and campaign assistant and Olivia's covering letter.

View full size CV

Olivia has related to the role she is applying for.

Olivia is demonstrating how she turned the lockdown into an opportunity to gain technical skills that would be important to her career goals.

Olivia has taken the opportunity to highlight while studying in a pandemic and these are relevant to the job role she is applying for.

Olivia did identify one placement opportunity that she could still do remotely.

Demonstrating she has an interest in this area.

Olivia was studying at the height of the Covid-19 pandemic.

Olivia Stewart
07495515628
o.stewart@gmail.com

PERSONAL PROFILE

An economics graduate from the University of Nottingham, I have developed a keen interest in the interaction between economics and politics, and how research and data is manipulated to influence policy decisions within society. Having proactively used lockdown to develop practical knowledge in Excel and SPSS software, I am looking forward to combining my technical abilities and passions within this role.

EDUCATION

University of Nottingham, BA Economics 2:1   **Sept 2019–June 2022**

- Many of my modules required me to analyse data, create spreadsheets and tables, and validate primary and secondary data for my research questions, including the use of SPSS software.

- Studying remotely has required me to develop my skills to work independently, take personal accountability for my learning, and develop effective routines to maintain motivation. As well as navigate a range of IT platforms such as Microsoft Teams, Microsoft 365 and Moodle.

Derby Grammar School   **2009-2018**
A Levels: Economics (A), Business (A*), Politics (A)
GCSE: 11 x A-B grade inc. Maths (A) and English (A)

WORK EXPERIENCE

Nottinghamshire County Council July to Sept 2020
Quality and Improvement Team (Remote)

- Identified suitable research methods to look at domestic abuse training needs within the Council.

- Consulted with staff through surveys and semi-structured interviews to understand their needs.

- Processed data collected within Microsoft Excel and Microsoft Forms.

- Delivered a report on the findings, with recommendations to allow training to be put in place to respond to their views.

NHS Volunteer Responder – NHS Vaccination Centre (2021)

- Completed four shifts a month guiding the public effectively through vaccination centres.

- Gained an understanding of how the NHS respond to a public health emergency.

Olivia engaged in the Nottingham Advantage Award to ensure she was building employability skills and insights despite the lockdown.

With in-person internships scarce Olivia sought out a virtual opportunity. Forage request that their work experience is not listed under employment on your CV. Find Forage's referencing policy under the FAQs about CVs and LinkedIn theforage.com/faq

Olivia took a leadership role as a student rep to instigate change. This is very relevant to the role she is applying for and she has used the language from the job description.

EXTRACURRICULAR ACTIVITIES

Nottingham Advantage Award (2019-2022)

On the Nottingham Advantage Award, I completed three modules developing my career skills and gaining employability insights. I successfully completed the following modules:

- **Nottingham Consultancy Challenge:** Virtually managed a short-term project for Pulp Friction, a local charity, as part of a team.
- **Peer Mentoring for Economics:** Provided academic and pastoral support to four first-year students tailoring my approach to the needs and personalities of the individuals.
- **Skills for Employability:** Developed commercial awareness of the job market by attending careers events with employers and alumni.

BCG Strategy Consulting Virtual Work Experience Programme (2021)

Participated in the open-access BCG Virtual Work Experience Programme on the Forage website. In this programme in my role as a virtual participant, I completed the hypothetical simulations and educational modules listed below.

Modules completed:

- Market Research
- Data Analysis - Foundations
- Data Analysis - Modelling
- Understanding consumer needs
- Client Recommendation

Public Speaking Society (2020–2022)

- I improved my storytelling, influencing and public speaking skills during weekly training sessions delivering to an audience and receiving peer feedback.
- During the pandemic the society moved online through MS Teams and I developed a range of new skills relaying information in a virtual environment.
- I decided to study towards an optional level 4 qualification.

Economics Student Representative (2020–2021)

- Worked within the university's internal structures to advocate for economics students during a period of great uncertainty and change.
- Personally developed virtual feedback channels (Microsoft Teams, Facebook and WhatsApp) to capture a representative student voice.
- Alongside my fellow reps we gained a commitment for all lectures to be recorded, and materials provided at least two-days in advance.

ADDITIONAL TRAINING & AWARDS

- How to Use Microsoft Excel for Data Analysis – Future Learn Course (2020)
- SPSS Tutorials – LinkedIn Learning (2020)
- ESB Level 4 Award in Professional Presentation Skills

REFERENCES

Available on request.

Demonstrates how Olivia was able to adapt to new methods to ensure continuous skill development in an area that was important to her.

Olivia has identified a tangible outcome of this volunteer role that is very relevant to the Advocacy Team she is applying to.

Olivia has made use of free virtual learning platforms to develop knowledge.

Olivia Stewart

Nottingham, UK
07495515628
o.stewart@gmail.com

PERSONAL PROFILE

An economics graduate from the University of Nottingham, I have developed a keen interest in the interaction between economics and politics, and how research and data is manipulated to influence policy decisions within society. Having proactively used lockdown to develop practical knowledge in Excel and SPSS software, I am looking forward to combining my technical abilities and passions within this role.

EDUCATION

University of Nottingham, BA Economics 2:1   Sept 2019–June 2022

- Many of my modules required me to analyse data, create spreadsheets and tables, and validate primary and secondary data for my research questions, including the use of SPSS software.

- Studying remotely has required me to develop my skills to work independently, take personal accountability for my learning, and develop effective routines to maintain motivation. As well as navigate a range of IT platforms such as Microsoft Teams, Microsoft 365 and Moodle.

Derby Grammar School   2009-2018
A Levels: Economics (A), Business (A*), Politics (A)
GCSE: 11 x A-B grade inc. Maths (A) and English (A)

WORK EXPERIENCE

Nottinghamshire County Council July to Sept 2020
Quality and Improvement Team (Remote)

- Identified suitable research methods to look at domestic abuse training needs within the Council.

- Consulted with staff through surveys and semi-structured interviews to understand their needs.

- Processed data collected within Microsoft Excel and Microsoft Forms.

- Delivered a report on the findings, with recommendations to allow training to be put in place to respond to their views.

NHS Volunteer Responder – NHS Vaccination Centre (2021)

- Completed four shifts a month guiding the public effectively through vaccination centres.

- Gained an understanding of how the NHS respond to a public health emergency.

EXTRACURRICULAR ACTIVITIES

Nottingham Advantage Award (2019-2022)
On the Nottingham Advantage Award, I completed three modules developing my career skills and gaining employability insights. I successfully completed the following modules:

- **Nottingham Consultancy Challenge:** Virtually managed a short-term project for Pulp Friction, a local charity, as part of a team.

- **Peer Mentoring for Economics:** Provided academic and pastoral support to four first-year students tailoring my approach to the needs and personalities of the individuals.

- **Skills for Employability:** Developed commercial awareness of the job market by attending careers events with employers and alumni.

BCG Strategy Consulting Virtual Work Experience Programme (2021)
Participated in the open-access BCG Virtual Work Experience Programme on the Forage website. In this programme in my role as a virtual participant, I completed the hypothetical simulations and educational modules listed below.

Modules completed:
- Market Research
- Data Analysis - Foundations
- Data Analysis - Modelling
- Understanding consumer needs
- Client Recommendation

Public Speaking Society (2020–2022)
- I improved my storytelling, influencing and public speaking skills during weekly training sessions delivering to an audience and receiving peer feedback.

- During the pandemic the society moved online through MS Teams and I developed a range of new skills relaying information in a virtual environment.

- I decided to study towards an optional level 4 qualification.

Economics Student Representative (2020–2021)
- Worked within the university's internal structures to advocate for economics students during a period of great uncertainty and change.

- Personally developed virtual feedback channels (Microsoft Teams, Facebook and WhatsApp) to capture a representative student voice.

- Alongside my fellow reps we gained a commitment for all lectures to be recorded, and materials provided at least two-days in advance.

ADDITIONAL TRAINING & AWARDS
- How to Use Microsoft Excel for Data Analysis – Future Learn Course (2020)
- SPSS Tutorials – LinkedIn Learning (2020)
- ESB Level 4 Award in Professional Presentation Skills

REFERENCES
Available on request.