



PGR example CV for industry

Sam has written her contact details without using the words: address, telephone number and email. This makes her contact details easy to read and uncluttered. You can also add in an up-to-date LinkedIn account if you have one.

What words sum you up? Sam has chosen 'focused and analytical' relating her strengths to the job description. This is a way of tailoring your CV to the role. Words such as 'ambitious and hardworking' can sound clichéd.

Providing further evidence of the relevance of her degree and PhD to the type of job she is applying for. This could include any relevant projects, modules, dissertations or research undertaken.

Although this CV is chronological, Sam has chosen to pick out the relevant skills that match the role requirements. Sam has used action verbs to describe her responsibilities.

Sam Jones
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0115 456 789 123
samjones@gmail.com

A focused and analytical English Literature student from the University of Nottingham, I am passionately interested in the English language. I am seeking an opportunity where I can further develop my skills and knowledge as well as using my administrative and problem-solving skills.

EDUCATION

PhD in English Literature	20XX - 20XX	University of Nottingham
MRes English Literature	20XX - 20XX	University of Nottingham
BA English Literature	20XX - 20XX	University of Nottingham
A levels	20XX - 20XX	Thailand High School

GCSEs: 10 GCSEs passes including English and Mathematics at grade B

WORK EXPERIENCE

08/XX – 07/XX Academic Office Administrative Assistant, University of Nottingham

- Dealing efficiently and calmly with academic enquiries from current and prospective students
- Experience of working in a busy student service centre
- Successfully built strong working relationships with colleagues in disability, mental health and counselling services
- Able to take responsibility for managing own workload
- Quickly developed knowledge and understanding of university administrative systems and procedures

07/XX–present Events Coordinator, Careers Service University of Nottingham

- Responsible for organising campus-wide events for a range of employment sectors
- Liaising with university staff, alumni and employers to design and schedule events
- Experience of preparing appropriate marketing and publicity materials using Adobe Publisher
- Sole responsibility for writing careers events blogs
- Used analytical skills to review student and employer feedback



09/XX – 07/XX Literature Tutor English Department, University of Somewhere

- Two years teaching undergraduates, including international and mature students
- Setting seminar content, delivery and teaching material to match learning needs

08/XX – 10/XX Editorial Assistant, The Writing Co

- Collaborated with principal editor to prepare manuscript for publication
- Worked independently to establish stylistic, referencing and formatting consistency

OTHER EMPLOYMENT

Bar and retail experience
Promoted to team leader in 20XX
Managed deliveries from suppliers

VOLUNTARY WORK

20XX– present Night Line volunteer and team leader

- Managed and led a team of three volunteers
- Delivered induction training for new volunteers
- Experience of providing telephone support to vulnerable adults

ADDITIONAL SKILLS AND QUALIFICATIONS

- IT
- Fluent in Russian - spoken and written
- UK driving licence
- Qualified first aider

INTERESTS AND ACHIEVEMENTS

- Netball Coach, member of the University Netball Team and Society
- Travelled extensively and independently throughout South America as part of PhD research
- Regularly contribute articles to Digital magazine for women writers.

References available on request

Make sure your examples are up-to-date and relevant to the role if possible

Only include these if relevant to the role

You could also add in a section on Conferences and Publications if it is relevant to the role.