



Example One page CV

Catherine has included contact details without the words: telephone number and email. This makes her CV look better presented.

Catherine has avoided clichés like ‘hardworking and ambitious’. She has included her strengths that relate to the job description, giving a short example of where they were gained.

List your work experiences in reverse chronological order.

Catherine quantifies her achievement giving details of how much and for whom she raised the money. This makes the achievement seem much more ‘real’ to an employer.

Showing you have interests outside your subject can highlight you as a well- rounded, interesting person to an employer.

CATHERINE HUNTER

catherine_hunter@yahoo.co.uk

0786980074

PERSONAL STATEMENT

An adaptable mathematics student with a keen eye for detail, I am seeking a graduate job in audit to utilise my numerical and organisational skills developed through my degree and work experience undertaken during the holidays.

EDUCATION

- 20XX– Present **University of Nottingham**
BSc Hons. Mathematics
Relevant Modules: Mathematical Finance, Financial Accounting, Differential Equations.
- 20XX – 20XX **Rotherham Comprehensive School**
A-levels: Mathematics (A) Chemistry (A) History (A) General Studies (B)
GCSEs: 6 A*s and 4 As including English Language (A*) and Maths (A*)

WORK EXPERIENCE

Analyst Intern, PwC, London

June – August 20XX

- Analysed financial information as part of the audit team.
- Presented findings on a specific client to a management meeting.
- Contributed ideas at meetings and the company implemented my ideas about customer service.
- Developed excellent commercial awareness through participation in the PwC induction where I met key members of staff and discussed issues affecting the world of audit.

Eastfield Financial Services, Sheffield

July – August 20XX

- Demonstrated my organisational and time management skills by completing a high volume of tasks to cover staff holidays over the summer.
- Analysed data and set up a spreadsheet to explain the reasons behind a decrease in commission on a product. Presented and communicated my findings in an email to all staff.

ACHIEVEMENTS AND POSITIONS OF RESPONSIBILITY

- Final Year Course Representative. Trusted to represent the views of all the third-year maths students attending regular meetings with academics and other departmental staff.
- Climbed to the summit of Mount Kilimanjaro and raised £2,668 for the Meningitis Research Foundation.
- Organised a charity race night to fundraise money for the trip and on that night raised £1,285.
- Worked in a primary school classroom for two weeks in Zanzibar as part of an exchange programme during the sixth form.

ADDITIONAL SKILLS

- Driving: Full, clean licence
- IT: User of Microsoft Word, Excel, Outlook, PowerPoint and basic knowledge of Matlab

INTERESTS

- Travelled to South America and volunteered for a conservation project. Keen dancer and member of DanceSoc. Strong involvement with, and organiser of, charity work.

REFERENCES

References are available on request.