



University of
Nottingham

UK | CHINA | MALAYSIA

Aalia added her details without using telephone number and email. This makes her contact details easy to read and uncluttered.

Aalia Oster

+44745690715

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[linkedin.com/in/aaliaoster](https://www.linkedin.com/in/aaliaoster)

Example Chronological CV

This section should be tailored to the job you are applying for. Avoid generic words such as 'hardworking' and 'ambitious'. Aalia has chosen to highlight her experiences that align with the role and briefly stated where she has developed her skills.

Project section added to demonstrate knowledge and skills relevant to the job.

Present your experience in reverse chronological order.

Aalia has used action verbs to describe her responsibilities.

Personal Profile

A focused and analytical final-year environmental science student from the University of Nottingham who is motivated by environmental protection. Seeking a graduate opportunity within the environmental consultancy sector. Experience in collecting and using environmental data through final year project, and real-world problem-solving skills developed through customer service experience.

Education

BSc Environmental Science, University of Nottingham (20XX – present)

Relevant modules:

- Earth and Environmental Dynamics
- Managing Tourism and the Environment
- Data Transfer, Analysis and Presentation
- Environmental Science and Society
- Global Environmental Processes
- Environmental Geoscience

Projects:

Climate Variability on River Systems and Flood risk (Year 2 Group project)

- Collecting data, analysing and interpreting climate records, and using flood modelling software to simulate future flood scenarios under different climate change predictions
- Working in a group of 5 developed strong team collaboration and communication skills as well as problem-solving and research skills

Saint Peters International School, Thailand (20XX – 20XX)

- A-Levels: B Art, B Geography C Biology
- GCSEs: 10 GCSEs passes including English and Mathematics at grade B

Relevant Experience

Intern, Environmental and Community Service, Bangchak Petroleum (January – March 20XX)

- Liaised with a team of 7 experienced members of staff and representatives from the local community to raise awareness of environmental issues
- Planned and executed a visit from a local school of 70 pupils, taking responsibility for the tour of the business and facilitating small group discussions
- Liaised with different communities around the refinery and contributed to charitable activities including taking elders to cataract operations and buying cooking oil for oil recycling
- Conducted research on renewable energy solutions to support company initiatives



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Although not industry specific, Aalia has detailed previous experience that demonstrate her skills relevant to the role. She has thought about which experiences add value to her application, rather than adding every role she has done.

Intern, Plant-A-Tree-Today Foundation (June 20XX)

- Shadowed mentor's day-to-day work including attending client meetings to discuss project issues and development
- Assisted in research and data collection of reforestation projects
- Researched potential clients who were interested in joining the foundation
- Built strong positive relationships with staff and clients through strong communication and active listening

Additional Experience

Receptionist, Sofitel Hotel Bangkok (January to May 20XX)

- Managed check-in and check-out procedures for up to 200 rooms per day, handling guest requests, payments, and room assignments
- Coordinated with housekeeping and maintenance teams to ensure rooms are clean and well-maintained
- Resolved guest issues and complaints promptly enhancing guest satisfaction and overall experience
- Actioned administrative tasks ensuring enquiries were answered within 24 hours

Volunteer Primary School Assistant (October to December 20XX)

- Prepared classroom resources for planned activities
- Planned alongside teaching staff school events such as assemblies and school trips, taking responsibility for logistics
- Communicated with pupils to create a positive and inclusive environment, improving classroom morale and interaction

Interests

Sports: Motivated and lead the sixth form football team as team captain for two years which developed my communication, teamworking and leadership skills. I relax by being a member of the Yoga Society at the University.

Travel and Culture: As a member of the University's Joint International Society engaging with students from varied backgrounds, I have enhanced my cultural awareness. My pre-university education was at an international school, where I learned about the different cultures of people from around the world.

References available on request

Aalia has detailed the activities she likes to do in her spare time, and talked about how they have benefitted her.

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