



## Example CV

To be used in conjunction with the job description for a sustainability consultant and Ishani's covering letter.

Rather than providing a list of module names that won't have much relevance to the employer, Ishani has pulled out some skills her module choice has developed which are linked to the job description. She has also highlighted her interest in sustainability that the job requires.

[View full size CV](#)

**Ishani Smith**  
Email: [ishani95smith@email.com](mailto:ishani95smith@email.com)  
Mobile: 07711 764521

**Profile**  
Final year Geography student at the University of Nottingham with industry experience in report writing, public communications and data analysis using RStudio. Third year project sparked my interest in sustainability issues, and I am looking for a graduate role with this focus.

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**Education**

University of Nottingham	October 20xx – July 20xx
<b>BA (Hons) Geography</b>	<b>Predicted 2:1</b>

- 10,000-word individual project focusing on sustainable freshwater resources in global fashion supply chains. Involved secondary data analysis and fieldwork on Bushby Brook and River Soar in Leicester
- Critical thinking and debate skills used in modules focusing on justice, environment, development, and livelihoods. Included statistical thinking and analysis using RStudio
- Module choice reflected interest in sustainable development goals and areas of concern in human/environment interactions

<b>Maidenhead School, Berkshire</b>	20xx – 20xx
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**A Levels:** Philosophy (A), English (A), Maths (A) & Sociology (B)  
**GCSEs:** 10 GCSEs including Maths (9) and English (9)

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**Relevant experience**

<b>Regulated Industry Intern</b>	January – March 20xx
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**Environment Agency**

- Conducted background research on current domestic waste and recycling practices in Nottingham using Environment Agency databases
- Identified existing initiatives to reduce waste within the city and across neighbouring councils
- Conducted informal public opinion surveys and stakeholder engagement using MS Forms, received statistically significant number of responses to draw meaningful conclusions to include in my summary report
- Produced a 10,000-word report about current waste and recycling practices that provided recommendations on what could be improved or implemented

<b>Communications Assistant</b>	July – August 20xx
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**Bywater Ltd** (PR agency specialising in the charity and not-for-profit sector)

- Answered media enquiries by telephone and email
- Researched and wrote press releases on key charity projects to targeted media, including *The Times*, *The Guardian*, and local gazettes
- Collated and analysed media coverage using Google alerts to see what topics were trending
- Involved in the production of publicity brochures, handouts, direct mail leaflets, promotional videos, photographs, films and multimedia programmes
- Independent research for a special project to assess the profitability of top 5 clients. Presented findings to the Managing Director at the end of my placement

A short personal profile can be tailored to the job description. Here Ishani is highlighting relevant work experience skills in report writing and data analysis that the role requires.

Ishani has highlighted work she did that links directly to the responsibilities of the advertised role. She has used some of the language from the job description in her summary.

The job description asks for strong writing and communication skills, so Ishani has included relevant experiences to demonstrate she has the skills required.



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### Additional experience

**Customer Service Advisor** June - September 20xx  
**Experian**

- Part of a large customer service team
- Answered telephone calls in a professional manner
- Followed up enquiries and responded to customers in an appropriate way
- Used the company database to log information and check details

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### Skills and achievements

- Proficient user of Microsoft Office (including Word, Excel, and PowerPoint)
- Experienced RStudio statistical analysis software
- Volunteer with Nottingham Night Owls; a service which helps students get home from nights out safely. This involves working in small teams on busy student nights, providing active listening skills, a friendly face and occasional basic first aid
- Reached the semi-finals of the national British Universities & Colleges Sport (BUCS) hockey competition
- Full, clean driving licence

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### References

Available on request.

While not specifically asked for on the job description, the role does require travel between offices. Including this indicates to the reader that Ishani is able to travel between sites.

# Ishani Smith

Email: [ishani95smith@email.com](mailto:ishani95smith@email.com)

Mobile: 07711 764521

## Profile

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