



University of  
Nottingham

UK | CHINA | MALAYSIA

# 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.

Olivia has related her profile to the role she is applying for.

Olivia has identified modules that relate most closely to the job she's applying for.

Put your experiences in reverse chronological order, so the employer can see the most recent first.

Olivia highlights her online placement.

Olivia has used action verbs to describe her experiences.

Demonstrating she has an interest in this area.

## Olivia Stewart

Nottingham, UK

07495515628

[o.stewart@gmail.com](mailto: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. I am looking forward to combining my technical abilities and passions within this role.

### EDUCATION

**University of Nottingham, BA Economics 2:1**

**Sept 20XX–June 20XX**

Research project title: The Impact of Education on Income Inequality: An Empirical Analysis Using UK Data.

Modules included:

- Financial Economics
- Public Sector Economics
- Advanced Public Sector Economics
- Economic Policy Analysis

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.

**Derby Grammar School**

**20XX–20XX**

**A Levels:** Economics (A), Business (A\*), Politics (A)

**GCSE:** 11 x A-B grade inc. Maths (8) and English (7)

### WORK EXPERIENCE

**Nottinghamshire County Council July to Sept 20XX**

**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 Meet and Greet Volunteer– Royal Derby Hospital (20XX)**

- Developed strong interpersonal and communication skills by welcoming and assisting patients and visitors.
- Enhanced problem-solving abilities through providing directional advice and practical assistance.
- Gained experience in handling sensitive situations with empathy and patience.
- Improved teamwork and collaboration by working closely with hospital staff and other volunteers.



University of  
Nottingham

UK | CHINA | MALAYSIA

Olivia engaged in the Nottingham Advantage Award to ensure she was building employability skills.

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](https://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 (20XX-20XX)

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 (20XX)

Completed the open-access BCG Virtual Work Experience Programme on the Forage website. In this programme, I engaged in the hypothetical simulations and educational modules listed below:

- Market Research
- Data Analysis – Foundations
- Data Analysis – Modelling
- Understanding Consumer Needs
- Client Recommendation

##### Public Speaking Society (20XX–20XX)

- Improved my storytelling, influencing and public speaking skills during weekly training sessions delivering to an audience and receiving peer feedback.
- Studied towards an optional level 4 qualification.

##### Economics Student Representative (20XX–20XX)

- Worked within the university's internal structures to advocate for economics students.
- 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 (20XX)
- SPSS Tutorials – LinkedIn Learning (20XX)
- 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.

View full size CV

**Olivia Stewart**  
Nottingham, UK  
07495515628  
[o.stewart@gmail.com](mailto: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. I am looking forward to combining my technical abilities and passions within this role.

---

## EDUCATION

**University of Nottingham, BA Economics 2:1** **Sept 20XX–June 20XX**

Research project title: The Impact of Education on Income Inequality: An Empirical Analysis Using UK Data.

Modules included: - Financial Economics  
- Public Sector Economics  
- Advanced Public Sector Economics  
- Economic Policy Analysis

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.

**Derby Grammar School** **20XX–20XX**

**A Levels:** Economics (A), Business (A\*), Politics (A)

**GCSE:** 11 x A-B grade inc. Maths (8) and English (7)

---

## WORK EXPERIENCE

**Nottinghamshire County Council, July to Sept 20XX**  
**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 Meet and Greet Volunteer– Royal Derby Hospital (20XX)**

- Developed strong interpersonal and communication skills by welcoming and assisting patients and visitors.
- Enhanced problem-solving abilities through providing directional advice and practical assistance.
- Gained experience in handling sensitive situations with empathy and patience.
- Improved teamwork and collaboration by working closely with hospital staff and other volunteers.

---

## EXTRACURRICULAR ACTIVITIES

### Nottingham Advantage Award (20XX-20XX)

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 (20XX)

Completed the open-access BCG Virtual Work Experience Programme on the Forage website. In this programme, I engaged in the hypothetical simulations and educational modules listed below:

- Market Research
- Data Analysis – Foundations
- Data Analysis – Modelling
- Understanding Consumer Needs
- Client Recommendation

### Public Speaking Society (20XX–20XX)

- Improved my storytelling, influencing and public speaking skills during weekly training sessions delivering to an audience and receiving peer feedback.
- Studied towards an optional level 4 qualification.

### Economics Student Representative (20XX–20XX)

- Worked within the university's internal structures to advocate for economics students.
- 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 (20XX)
- SPSS Tutorials – LinkedIn Learning (20XX)
- ESB Level 4 Award in Professional Presentation Skills

---

## REFERENCES

Available on request.