

The objective (optional) is short and relevant, introducing the reader to what the applicant is looking for

Minimal space is used for the address and contact details. This helps for 1 page CVs

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OBJECTIVE A motivated first year undergraduate with strong interpersonal skills looking for a part-time customer service role at New Look.

EDUCATION

University of Southampton BSc (Hons) Accounting and Finance 2020 – Present
Relevant skills & attributes

- Work well as part of a team on group tasks
- Able to meet deadlines for coursework
- 100% attendance record

A-levels: Maths A, Business Studies B, French B 2018 – 2020
AS-level: Spanish C
GCSES: 7 As & 3 Bs including Maths and English

School

RELEVANT SKILLS

Interpersonal

- Successfully negotiated with team members on a group project who were in disagreement about the task
- Ability to be friendly and approachable is evident by the ability to quickly adapt to university life and making new friends
- Strong listening skills demonstrated with homesick housemates in halls of residence.

Communication

- Able to clearly and articulately contribute to group discussions during tutorials at university
- Strong written skills are shown through coursework and written reports
- Communicated effectively and assertively with younger pupils at secondary school in the role as prefect

IT

- Proficient IT user, competent with Word, Excel and PowerPoint
- Learn new skills quickly, for example, a new database system used in degree course

Numeracy

- Highly numerate with strong attention to detail, achieving strong grades in secondary school exams and continuing to use maths in degree course

Organisation & Adaptability

- Arranged own travel itinerary for the summer before starting university, visiting several European countries on an inter rail trip
- Successfully manage and plan degree workload
- Able to adapt to changes in priorities and ensure that all work is completed to a high standard. Will be able to show flexibility to meet changes in shifts

References

Available on request

The candidate uses examples from their course and the experience of starting university to provide examples

Evidence is provided to back up the applicants' claims