



MDXworks presents:

## The ultimate CV template:

### William Worksworth – Graduate Employability Adviser

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#### Tips for Contact Details and Personal Info:

- It's not necessary to give your CV the title of 'Resume' or Curriculum Vitae'.
- Perhaps add an appropriate title after your name, such as 'Business Management Graduate – First Class' or 'Employability Adviser'.
- Generally, we wouldn't recommend including your photo on a UK CV, unless specifically requested. If you are considering it, read our blog-post on MDXworks.WordPress.com: ['the pros and cons of attaching your photo'](#)
- Include an appropriate email address that includes your name.
- Create a LinkedIn profile and include a link. For some great LinkedIn tips, read our blog-post: ['Perfecting your LinkedIn profile'](#)
- On a UK CV you don't need to include your date of birth, nationality, full address or marital status (these could increase the risk of discrimination or identity theft). Don't add +44 to your phone number if applying in the UK.

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#### Personal Profile

A high-achieving Education Studies graduate with practical experience working as an Employability Adviser during a recent placement at MDXWorks. Confident supporting students and graduates to find employment. Good knowledge of job-searching, applications, CVs, cover letter, interviews and assessments.

#### Tips for your Personal Profile:

- It is common practice to start your CV with a short paragraph (5 or 6 lines) which introduces your CV.
- Tailor your personal profile to the role you are applying for. Read the job description and describe yourself in a way that fits the role as closely as possible. Also include explanation about who you are, main achievements, your skills, qualities and experience you will bring, your career aim.
- Avoid generic statements that could apply to anyone, such as 'hardworking individual, able to work independently or as part of a team.' Try to stand out from other applicants and make your profile unique.

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#### Key Skills

- Excellent communication skills: Supporting students face-to-face, over the phone and by email on a daily basis. Providing written and verbal feedback in a friendly and constructive manner.
- Employer engagement: Liaising with recruiters and employers, to secure placement or job opportunities for students and graduates. Organising events such as recruitment fairs or employer visits to campus.

#### Tips for Key Skills:

- We recommend including 5 or 6 bullet points for skills which are relevant to your job goal.
- Look at the required skills mentioned in the job description. Perhaps give brief examples of how you have used these skills to achieve something (to help convince recruiters that you really have those skills).
- Mention relevant skills you've gained through work, volunteering, society membership, extra-curricular activities or study. Put the most relevant skills first. You could include IT skills or additional languages.

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#### Education

**2:1 BA Hons degree: Education Studies.** Middlesex University, 2014 – 2017

**3 x A-levels:** English A, Business studies B, Psychology B. Hendon High-School, 2012 - 2014

**9 x GCSEs: grades A to C:** Including English A, and Mathematics B. Hendon High-School, 2008 - 2014

**Additional Training:** Equality and Diversity, Confidentiality, Data Protection. MDXWorks, 2017

#### Tips for Education:

- Many students and graduates prefer to put their Education section before their Work Experience section.
- Start with your most recent Education as this is usually the most relevant.
- Make sure your CV is up to date and includes details of what you are currently studying at MDX.
- Perhaps include titles of course modules relevant to your job goal, or include links to project work or publications.
- It is not necessary to give a full breakdown of all your GCSEs, as they are probably not all relevant.
- You might also like to include details of any additional training you've received at work, if it's relevant.

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#### Work Experience

**Employability Adviser (work placement), MDXWorks, London. June 2016 – September 2016**

Working in a highly successful team during work placement. Providing tailored support to help students develop their employability skills and find work placements or graduate employment:

- Delivering employability skills workshops to groups of up to 200 students, covering job-searching, interview skills, networking, completing application forms, writing high quality CVs or cover letters.

Looking at a printout and wondering why the links won't work? Email [MDXworks@mdx.ac.uk](mailto:MDXworks@mdx.ac.uk) to request a fully-working electronic copy of this guide.

- Providing 1-to-1 support, tailored to individual's needs. Reviewing application documents, giving constructive feedback to help students get the most from applications.

**Achievements:** Created an online feedback form which helped the team to make a number of changes to delivery of service. Gained excellent testimonials which helped encourage other students to use the service.

#### Tips for Work Experience:

- Start with your most recent Work Experience and continue back through previous roles.
- Use bullet points to list your achievements which went beyond just doing your day-to-day job. In each role, put the most relevant duties or achievements first.
- Include your job title, name of company, location and dates ('from' and 'to'), giving month as well as year.
- You don't need to write a comprehensive job description. We suggest 5 or 6 bullet points for your most recent (or most relevant) roles. For older, less relevant jobs, use fewer bullet points (perhaps just 2 or 3).
- If you feel a lot of your work experience is not relevant to your job goal, then perhaps you would prefer to create a 'Skills Based CV'. Contact an MDX Employability Adviser to ask about this.

## Interests

**A keen blogger:** I regularly publish blog-posts to help people looking for work: [www.MDXworks.WordPress.com](http://www.MDXworks.WordPress.com)

#### Tips for Hobbies & Interests:

- You could add an Interests section to give your CV extra personality. It's not essential, but it's worth mentioning any relevant interests.
- Show that you're keeping your knowledge up-to-date by reading relevant publications or through society membership.
- Perhaps include hyperlinks which show your relevant extra-curricular projects, such as videos, blogs, photos, your own website or online portfolio. These things can really stick in the minds of recruiters and help bring your CV to life.
- We recommend that you don't mention socialising, shopping, gaming, watching movies or spending time with family or friends as these are very generic and could apply to almost anyone.

## Additional Information

- References and current DBS certificate available on request. Willing to start on a work-trial, if required.
- Full UK driving licence and own transport.

#### Some general tips:

- UK CVs are usually 2 sides maximum, unless otherwise specified. Be consistent with formatting, such as spacing, alignments, font size / style and bullet points (particularly if you've been cutting and pasting).
- We recommend that you remove any tables, text boxes or borders from your layout as this can cause technical problems, particularly if recruiters are carrying out keyword searches or automated shortlisting.
- Try reading your CV out loud, to help you to spot mistakes or sentences that are too long.
- Check your spelling and grammar carefully. Don't rely on your spell-checker ('Customer service' not 'Costumer service'). Set spell-check to English UK not English US ('organisation' not 'organization')
- You'll need a compelling cover letter to introduce your CV, so we recommend that you also read our 'Cover Letter Template'. Contact an MDX Employability Adviser to ask about this.

#### Need more help?

Take a look at [MDXworks.com](http://MDXworks.com). It includes lots of great resources to help you write a CV. (Use your MyUniHub ID and password to log in). You might like to start with the [MDX CV Builder](#). Once you've written your CV and cover letter, you can email them to us for review: [MDXworks@mdx.ac.uk](mailto:MDXworks@mdx.ac.uk)

#### Before you send us your CV for review, please ensure that you...

- Attach your CV as a Word document and give it a suitable filename (which includes your full name).
- Include an explanation of who you are, in your email. Tell us your MDX student ID number.
- Explain your job goal. Send us a job description, if you have one (a link in your email will do). This will help us to provide you with more specific feedback.

**Your feedback matters:** If you've got any comments or suggestions, please [give us your feedback](#). Your feedback will help us to improve our service for students and graduates just like you!

**We hope you found this template helpful.** Good luck with your applications and please don't hesitate to let us know if you require any further support.



[bit.ly/MDXworks\\_appointments](https://bit.ly/MDXworks_appointments)

Drop-in Mon-Fri 10am-5pm



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