

## Professional profile

Provide a summary of your abilities including detail on the skills and knowledge you have to offer employers, including your educational achievements (especially your degree), grades, courses and projects.

Expand on industry specific knowledge and the transferable workplace skills you have gained throughout your degree such as communication, teamwork, organisation, planning, IT skills etc. Also, if you have any impressive extra-curricular activities, then it's worth touching upon them here.

## Education & qualifications

- **University name** – Dates attended (from – to)
  - **Degree subject** – Classification  
Add some detail on modules, specialisms, projects, papers etc.
  
- **College name** – Dates attended (from – to)
  - **Qualification** – Grade
  - **Qualification** – Grade
  - **Qualification** – Grade
  
- **School name** – Dates attended (from – to)
  - **Qualification** – Grade
  - **Qualification** – Grade
  - **Qualification** – Grade

## Placements and Projects

**Tip:** To compensate for your lack of experience, fill this section with plenty of examples of skills that could be applied in the workplace by detailing any impressive projects (from in or outside of university) or work placements you have undertaken.

**mmm yyyy - mmm yyyy      Project/placement**

### *Outline*

Give a summary of the project/placement explaining the overall goal and what your involvement was

### *Key responsibilities*

- Detail your responsibilities and showcase as much of your skills and knowledge as possible
- Use professional language and show how your duties impact the business where possible
- Try to highlight skills and knowledge from your degree and show how you apply them
- Include subject-matter knowledge from your degree and transferable skills, like communication, teamwork, planning etc.
- xxx

### *Key achievements*

- If possible, try to add some impressive achievements you've made that have had a big impact on the employer or a customer/client

**mmm yyyy - mmm yyyy      Project/placement**

## Awards and recognition

- **Award and awarding body** – Date achieved
- **Award and awarding body** – Date achieved

## Interests

**Interests:** List any interests that could be relevant to the roles you are applying for, or could generally be deemed as impressive, such as competing in contests, fundraising, volunteering, travelling or playing sports.

## References available on request

[This could be from your part time work or your college lecturer to back up your application](#)