

## WRITING YOUR CV

A CV, or Curriculum Vitae, is a relevant summary of your education, skills and experience and is used by employers to assess your suitability for the role. Do your research about the company/role BEFORE you write your CV so you are clear what skills and experience they require. There is no definitive way to write a CV but the following example shows how we have tailored a CV to this example job description.

[warwick.ac.uk/cvs](http://warwick.ac.uk/cvs)

### Job Vacancy Advert

#### Social Media and Marketing Assistant

BBM Limited, Birmingham (UK)

#### Job description: Social media and marketing assistant

Manage social media accounts - Instagram, LinkedIn, Facebook and YouTube through interaction with other users and accounts, creating posts for multiple platforms and providing feedback on content produced by the media team.

Help build an online presence and digital approach for the brand.  
Use analytics to measure the brand's statistics and web presence.  
Conduct competitor research to ensure we stay on top of industry trends.

Use innovative techniques to increase the brand's visibility and find potential avenues for new marketing brand strategies.

#### Person specification:

Currently studying at degree level, interested in communications and looking to gain experience within the marketing/social media industry.

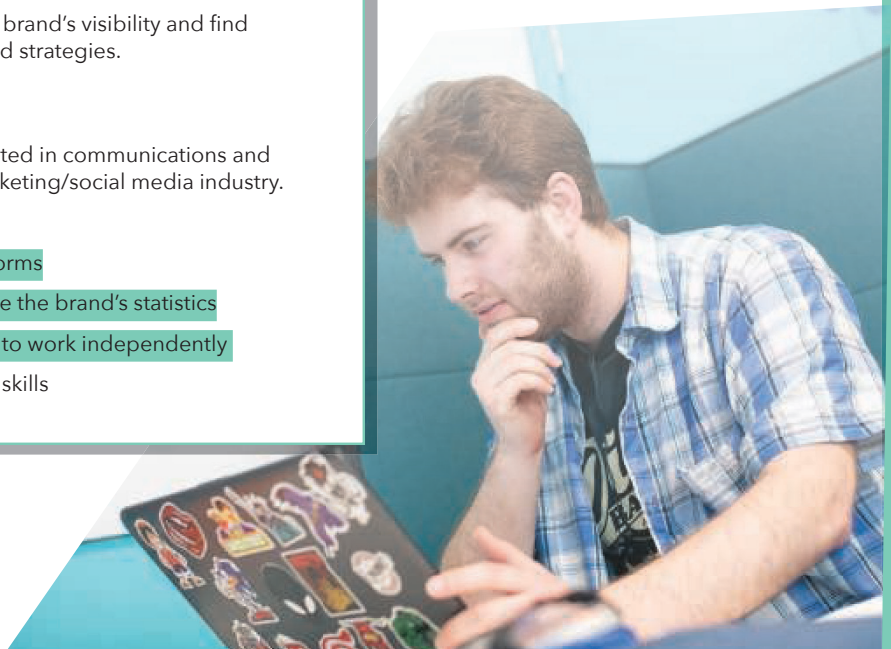
Able to research and analyse competitors

Able to use a variety of social media platforms

Able to use analytics software and evaluate the brand's statistics

Works well within a team but is motivated to work independently

Excellent written and oral communication skills



## Alexis Millerchip

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### Education

**University of Warwick**, Bachelor of Arts (Hons), History – Predicted 2:1  
2015-2019

- Second-year project explored social standing of Venetian artisans during the height of the Venetian 'Empire'. This involved methodical **research** to locate and **analyse** primary sources and rare manuscripts.

**Dunnington Comprehensive**, Lancaster

2010-2015

- A/(AS) Level: History A, Ancient History A, English B, (Geography A)
- 11 GCSE's: 4A\*'s, 5As, 2Bs

### Relevant Experience

**Communications and Information Manager**, AIESEC Warwick  
2017-Present

- Manage communications for the Warwick committee of this multicultural student-run society
- Design a social media communications strategy, including **Instagram, LinkedIn, Facebook and YouTube**, from scratch in **collaboration** with other team members
- **Brief members** of the society on key aspects of the strategy and delegated tasks such as implementing social media engagement processes
- **Measured and evaluated social media engagement using analytical software**
- New strategy resulted in 15% increase in participation in two Autumn term events

**Social Section Intern**, EU Delegation to the Pacific (based in Suva, Fiji)

July-August 2017

- **Researched** and authored a paper on Fijian, Samoan & Tongan social policies using archival, **online and interview research methods**. Followed brief to ensure relevance of paper to delegation requirements.
- **Delivered a speech** at an oration competition and produced a concise **written report** of the event which was forwarded to the Delegation.
- Contributed suggestions as a member of a committee organising an inter-university debating tournament
- Wrote a blog using WordPress, gathering 730 views during the first month of the post.

### Other Experience

**Student Representative**, History Student Staff Liaison Committee, University of Warwick  
2016-2018

- **Gathered feedback** from fellow students on course content and teaching methods to be discussed in staff/student meetings
- **Negotiated** introduction of field research into a particular module with a lecturer on the committee

**Medical Records Clerk**, Royal Hampshire County Hospital, Winchester

April-September 2015

- Filed medical records accurately and methodically in high pressure environment

### Additional skills

- Italian – intermediate written and spoken
- Created short cookery blogs, which have **increased my social media** following to over **500 followers** on both **Twitter** and **Instagram**.
- IT skills – proficient with all Microsoft Office packages and quick to learn bespoke databases and software

### Interests

Travel: Travelled through Australia and New Zealand during a gap year and have developed a particular interest in Asia-Pacific issues, explored via various news feeds and in The Economist.

Sports: Play 2nd team rugby at University and coach at a local school.

References available upon request

The main body of the CV should be about your past experience.

'You could include a section for everything called 'Relevant Experience', or segment it by 'Work Experience', 'Voluntary Experience', 'Other Experience'.

Employers value all experience whether it is an internship, part time job, voluntary role or position on a student society.

Only include experiences which demonstrate that you have the exact skills and knowledge an employer is looking for.

Make sure your email address sounds professional.

Lists subjects and grades for most recent education (e.g. A levels) and just include grade range for prior education (e.g. GCSEs).

Don't just tell them what you did in the role but tell them how you did the role. Detail when you have developed or used the skills an employer is looking for.

A skills section can be used to show your practical skills. List your IT skills, languages spoken (and to what standard eg. Native, Fluent, Intermediate or Basic) as well as other things relevant to a role such as a driving licence.

Keep interests short and use as another example of relevant skills if possible.