

Full Name

Email for Work Correspondence | +44 Phone Number| [Linkedin](#)

EDUCATION

The University of Nottingham, United Kingdom

Dates of the Education Period

Degree: subjects and their achieved and/or predicted grades

School, Country

A Levels: subjects and their grades

Dates of the Education Period

WORK EXPERIENCE

EXAMPLE English Tutor *at company, location*

Dates of the Experience Period

Spearheaded classrooms of 4 - 20 students with ages 5-14 with pre-prepared lesson plans.

Coordinated 15 summer events of 10 - 20 students with coworkers, organising appropriate toy creation events for students of different age ranges as well as the groups of students that coworkers should focus on.

Created strategies according to students' reasons for being unfocused, resulting in 80% increased engagement.

Food and Drink Runner *at company, location*

Dates of the Experience Period

[write your actions and what it resulted in]

[be quantitative in your actions eg. use numbers to record how many people you impacted]

Summer Intern *at company, location*

Dates of the Experience Period

[write your actions and what it resulted in]

[be quantitative in your actions eg. use numbers to record how many people you impacted]

Summer Intern *at company, location*

Dates of the Experience Period

[write your actions and what it resulted in]

[be quantitative in your actions eg. use numbers to record how many people you impacted]

POSITIONS OF RESPONSIBILITY

EXAMPLE Founder and Head of Club at School

Dates of the Experience Period

Spearheaded organisation and operation of all events for Women's Week by drafting agendas, arranging meetings and managing events which resulted in over 50% of the student body voting for temporary house name changes, a 40+ student turnout in film workshops and 30+ student turnout in the creative showcase.

Initiated changing school policy by drafting proposal to implement a bi-yearly model to change house names

Society Leadership Role

Dates of the Experience Period

[write your actions and what it resulted in]

[be quantitative in your actions eg. use numbers to record how many people you impacted]

Head of School Fundraising for one Charity

Dates of the Experience Period

[write your actions and what it resulted in]

[be quantitative in your actions eg. use numbers to record how many people you impacted]

EXTRAS

Skills: Any technical skills like Excel or RStudio and their proficiency

Languages: Any languages you speak and their proficiency

Interests: Any interests relating to the position you have applied for

Recommendation and Reference Letters available upon request