



## Example Student/Graduate CV

Michael Davies  
 14 Any Road,  
 Somewhere Town, M72 1DE  
 Mobile number  
 Email address

Your profile should summarise the skills you've gained from both academic and work experience.

### Profile

A versatile and professional law graduate with wide ranging experience in a variety of law-related areas including youth offending, debt and benefits advice, employment law, and housing. Seeking to combine academic achievements and work experience in a challenging role within the voluntary sector.

### Education and Qualifications

2006 - 2009	<p><b>LLB (Hons) in Law 2:1</b>                  Nottingham Trent University</p> <p>Optional course modules: Employment Law, Contract Law, Consumer Law, Law and Medical Ethics, European Law.</p>
2004 - 2006	<p>Nottingham Sixth Form College</p> <p><b>3 A-Levels</b> English Language (A)                  Psychology (B)                  Business Studies (B)</p>
1999 - 2004	<p>Ashburton Secondary School</p> <p><b>9 GCSEs Grades A - C</b></p>

You can include details of any modules, projects or placements covered in your degree that are relevant to the job you're applying for.

Separating the voluntary work from the paid work can help to make the voluntary work more prominent. In this instance the voluntary work is the most relevant

### Voluntary Experience

**2007-2009**                      **TGH Advice Centre**                      **Volunteer Advisor**

- Providing independent, confidential and impartial advice to clients on debt, benefits, employment, housing, relationship and family issues for local voluntary organisation
- Interviewing clients face-to-face and over the phone to establish their needs
- Drafting letters and making calls on behalf of clients
- Referring clients to specialist caseworkers for complex problems or signposting to other agencies when appropriate
- Assisting clients to negotiate with companies and service providers to resolve any difficulties.



**2008-2009**

**Volunteer Mentor**

**Youth Offending Team**

- Providing one-to-one support, guidance and encouragement to young people who are at significant risk of offending or re-offending
- Maintaining confidentiality, whilst ensuring child protection procedures and issues of disclosure are followed
- Supporting mentees to set positive goals and work towards achieving these
- Establishing and maintaining regular and timely contact with mentees.

**Work Experience**

**2007-2009**

**Bar Supervisor**

**Student Union Bar**

- Served customers, maintained excellent levels of customer service during busy periods
- Managed the bar in line with health and safety regulations
- Trained and supervised new bar staff
- Key-holder and responsible for opening and closing the bar within licensing hours
- Planned and organised staff rotas
- Ensured the bar area was stocked and well maintained.

Although this role may not be relevant to the new area of work, it highlights transferable skills and experience such as supervisory and management skills.

**Additional information**

- Confident with a range of IT packages including Word, Excel, Powerpoint, internet and e-mail.
- Fluent in Spanish and French
- Full, clean driving licence

Positions of responsibility related to sport such as team captain may not be related to the job but highlight leadership qualities.

**Interests**

- Team captain of the University Hockey Team
- Active member of the University Student Union

**References**

- Available on request.