Name

Address: Number, Street Name, Town, County, Postcode

01234 567891 [email@email.com](mailto:email@email.com)

Personal statement

As a graduate you’re more than likely applying for roles that relate to your degree. Start by focusing on your studies and stating any career goals. For example:

‘A recent Biology graduate with a 2:1 honours from the University of Reading, looking for a graduate Research Scientist position to utilise my skills and knowledge obtained with my qualification.’

Education

Education should be the main focus on a graduate CV. List the institution you attended and your educational achievements; include the years you were there and the grades you achieved.

University Name

(September 2012– July 2015)

2:1 BSc. (Honours) Biology

College/School Name

(September 2005 – July 2012)

A-levels**:**

* Biology – A
* English Literature – B
* Physics – B

GCSE’S:

* English – B
* Maths – B
* Science – A

Work Experience/Employment

List your employment history with your most recent first. Include the position you held, the name of the company, location and the dates you worked there. For example:

Sales Assistant, Company, Location

Dates: 12/15 - present

Achievements and responsibilities:

* Visual merchandising
* Cash handling
* Customer service

Also, include any relevant work experience which could include volunteering or personal projects.

Key Skills

List your main areas of expertise to highlight why you would be a perfect fit for the role. Include any skills that were obtained during university that could help you in your desired job role. For example:

* Good timekeeping
* Organisational skills
* Excellent IT proficiency

References

You can either provide the contact details of two of your referees or write ‘References are available on request’. These are so your potential employer can follow up after the interview process.