

# Graduate CV Template



Turn your CV from zero  
to hero

# John Smith

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## **PERSONAL PROFILE**

I am a highly ambitious, outgoing and competitive individual with excellent rapport building skills and the ability to work under pressure. Able to work on my own or as part of a team I have strong organisational skills with the ability to work to targets. Currently looking to further my career in a sales driven business to business environment.

## **EDUCATION**

### **2:2 BSc (Hons) Chemistry**

University of Sheffield (2012 – 2015)

- Led and contributed to the team when conducting group research projects.
- Analysed information and solved problems
- Wrote a scientific paper on the mechanism and commercial use of Benzene.

### **A levels in Chemistry (B), Biology (B), Economics (B) and AS level in P.E (B)**

Bilborough College, Nottingham (2010 – 2012)

### **10 GCSEs, grade A - C**

Fernwood Comprehensive School, Nottingham (2005 – 2010)

## **WORK EXPERIENCE**

### **The Royal Bank of Scotland Insurance - Service Sales (Mar 2016 – Aug 2016)**

- Coordinated sales pitch to further business relations with current customers.
- Developed strategies to attract new customers and enhance revenue.
- Dealt with and resolved customer complaints.
- The role has significantly improved my interpersonal and reasoning skills.

### **Jigsaw Insurance Marketing - Sales Executive (Sept 2015 – Mar 2016)**

- Built customer- rapport quickly and effectively to generate sales.
- The competitive nature of the role encouraged me to consistently attain the targets placed before me and help to ensure that the division consistently proved to be the most lucrative in the company.

### **Mecca Bingo, Rank group - Barman (Jun 2009 – Sept 2009)**

- Provided a friendly and professional service to all customers.
- Supervisor responsibilities included managing stock, cash balancing and running bar shifts.

### **KEY ACHIEVEMENTS**

- Led and captained Bilborough College Men's Hockey 1st XI to national finals.
- Received University Club Colours having played for The University of Sheffield Men's 1st XI for 3 years. This provided structure to my working week, where sporting commitments had to be balanced with my university work.
- Play to a national league standard with Nottingham Hockey Club 1st XI.

### **HOBBIES AND INTERESTS**

- Travelling (Aug 2010 – Feb 2011), South East Asia, Australia and South America.
  - o The opportunity to meet new people, sample wonderful cuisine and visit some of the most famous world heritage sights has always been a long-term ambition and I now feel rejuvenated, a more mature person and in a strong position to further my career ambitions.
- Scuba Diving
  - o Open Water PADI (Thailand)
  - o Advanced SSI (Australia)