

Graduate CV preparation



**Turn your CV from
zero to hero**

Tips to help you get started

- Ensure your contact details are added.
- Keep your personal profile concise - this is your chance to stand out and to show your passion for sales.
- Make sure to list your education and work experience in reverse chronological order, with dates included.
- Keep it to 2 pages maximum, you don't need to add every job you've had!
- Add more information on your most recent roles and summarise older positions.
- Consider your formatting e.g. page transitions, a clear font style and size.
- Check and check again! - there is no room for mistakes.



Full Name

Mobile number | LinkedIn profile | Email address



Personal Profile

(In your personal profile it is important to highlight key skills and attributes that would be relevant to a sales role and express your desire to kickstart getting into a graduate sales role).



Education

- 2020-2023

Manchester University

BA Hons Business Management, 2:1
- 2018-2021

Manchester School

A-Levels: Maths, Spanish, Business
- 2013-2018

Manchester School

GCSE



Work Experience

- June 2021- current

Bar manager, Wetherspoons

- Managed team of 17
 - Organised rotas and shifts
 - Managing close and cashing up
- August 2019- June 2021

Dog walker, own business

- Walked local dogs in the community
 - Groomed dogs as extra service
 - Managed own finances
- April 2017- August 2019

Kitchen Porter

- Helped in the kitchen with prep
 - Studied COSHH management procedures



Key Achievements and Interests

- Full UK driving license
- First Aid Qualified
- British Sign Language Level 1
- Captain of the Hockey society

References

Mr Manager- Wetherspoons (0123456432)

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