

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 | DOB | 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

- | | |
|------------------|--|
| 2018-2021 | Manchester University
BA Hons Business Management, 2:1 |
| 2016-2018 | Manchester School
A-Levels: Maths, Spanish, Business |
| 2011-2016 | Manchester School
GCSE |



Work Experience

- | | |
|--------------------------------|---|
| June 2020- current | Bar manager, Wetherspoons <ul style="list-style-type: none">• Managed team of 17• Organised rotas and shifts• Managing close and cashing up |
| August 2017- June 2020 | Dog walker, own business <ul style="list-style-type: none">• Walked local dogs in the community• Groomed dogs as extra service• Managed own finances |
| April 2015- August 2017 | Kitchen Porter <ul style="list-style-type: none">• 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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