

Use Professional email address.
You do not need to include information on age, gender, marital status or health.

Give a brief overview of who you are, your skills (specific to the role) and what role you are seeking.

Example Chronological CV

Nicola.brand@gmail.com

Nicola Brand

07785948569

[linkedin.com/in/nbrand](https://www.linkedin.com/in/nbrand)

Graduated in International Business Management from Manchester Metropolitan University with excellent experience in customer service and sales. Fluent in Spanish having completed a placement year in Madrid and now seeking a role to utilise my language skills in a sales environment.

Education

Demonstrate relevant knowledge, skills and achievements gained from your degree. This can also help you in tailoring your CV to particular roles/ employers.

Manchester Metropolitan University (Sept 2016 – July 2020)

BA (Hons) International Business Management | 2:1

Key modules: Applied Management Practice, Business in Emerging Markets, Enterprise in Action, Advanced Spanish Translation, Spanish Interpreting 1 and 2.

- Achieved 75% and received end of year award for second year project studying the social, cultural and political changes of Hispanic countries.
- Strong knowledge in trends of emerging market economies and the challenges of developing flexible corporate strategies in markets, having completed a Business in Emerging Markets module.
- Able to fluently translate a range of text types to a variety of audiences as well as the ability to analyse and demonstrate an understanding of conceptual issues in various theories of translation.
- Developed excellent communication skills from participating in regular seminars and group discussions

Loreto College, Sale (Sept 2014- July 2016)

A Levels: Spanish (A), Business Studies (B) English Literature (C) General Studies (C)

Blessed Thomas Holford, (Sale Sept 2009- July 2014)

11 GCSEs (A* to C) including Maths and English.

Sales and International Work Experience

If you already have 'relevant' work experience in the sector you are applying to, you can group these experiences together under a specific heading. Consider using appropriate key words in your heading eg. 'Finance Work Experience'. All other experiences can be grouped under a 'Work Experience' heading.

Amadeus IT Group, Madrid (Sept 2018 - July 2019)

Sales Management Intern (Placement year)

- Chosen by Sales Director to support the delivery of key presentation to a loyal client. Assisted in presentation planning and solely delivered Q & A session at the end of the presentation. Strongly enhanced public speaking skills from this experience as well as teamwork and independent working.
- Created monthly sales reports and presented these to Sales Director and Marketing team thus developing my ability to present information accurately and concisely.
- Developed strong negotiation skills both over the phone and in person through negotiating prices and terms and conditions with potential clients. Communicating to clients solely in Spanish has significantly increased my language skills, especially deciphering regional accents and colloquial language.

Focus on skills gained/utilised and any positive outcomes. You may find using the STAR method helpful:

- Situation – Give context to the example you are about to state.
- Task – Briefly explain what it is you had to do, and what the success criteria was.
- Action – What you did; Why you did it; How you did it; What skills you used.
- Result – What happened because of your actions?

Include dates, job title and company name.

British Council, London (June 2017 - Aug 2017)
Cultural Skills Summer Internship

- Chosen to lead on the project 'What Digital Offers Attract Young People'. Required to independently run three focus groups to assess the digital impact of the recently redeveloped Cultural Skills website, including sourcing the relevant candidates, and creating additional questionnaires.
- Received 'Intern of the month' award for contribution on this project and subsequently enhanced my communication and leadership skills from this experience.

Work Experience

Additional work experience can be grouped together to demonstrate your work history and transferable skills to a potential employer.

Jobs4Students, Manchester Metropolitan University (Sept 2019 - June 2020)
Outreach Ambassador

- Led campus tours of up to twenty primary school students to highlight key aspects of life for a typical Manchester Met student.
- Developed teamwork skills through working in a team of three to deliver presentations at various primary schools throughout the North West.

Humanity Hallows Manchester Metropolitan University (Sept 2018 - Dec 2018)
Social Media Officer,

- Responsible for all social media activity regarding the student newspaper.
- Created and lead various campaigns throughout the year depending on what key events needed promoting on campus.

Jan 2017 - June 2017 Volunteer Language Assistant, Talking Point, Manchester

Volunteer work can also fall under 'Work Experience' headings.

- Working for a local language charity, I volunteered to translate various documents from English to Spanish.
- This experience enhanced my language skills as well as my accuracy and attention to detail.

Additional Skills & Interests

'Additional Skills' can allow you to include some of your technical skills such as IT, languages, First Aid, etc.

IT: Proficient in the use of Microsoft Office, including Excel and Access to create spreadsheets and analyse complex data sets. I am a confident user of social networking tools, such as LinkedIn, Facebook and Twitter and have basic web design knowledge.

Languages: Fluent in Spanish and English. Basic French

Interests are optional on a CV but are a good to include as it allows you to demonstrate your interests outside of work and even some additional skills!

Societies: Member of the Languages and Linguistics society at Manchester Met and the Tennis society.

Awards: MMU RISE Award 2020: an extracurricular programme which aims to ensure career-readiness after University through completing internships, attending events, and engaging with micro-courses.

Driving: Full clean driving licence

References available on request.

Unless specifically requested on the application, it is fine to state 'references available on request' rather than full personal details. Always get a referee's permission before sharing their details.

Example Skills Based CV

Nicola Brand

Nicola.brand@gmail.com

07785948569

[linkedin.com/in/nbrand](https://www.linkedin.com/in/nbrand)

Graduated in International Business Management from Manchester Metropolitan University with excellent experience in customer service and sales. Fluent in Spanish having completed a placement year in Madrid and now seeking a role to utilise my language skills in a sales environment.

Key Skills

Pick 3 or 4 skills that relate to the role you are applying to e.g. if applying for a nursing role you may choose 'Patient Assessment' as one of your 'Key Skills'. Under each skill heading you can then use a variety of examples (from university, work experience and volunteering) to demonstrate how you have utilised and developed this skill and any positive outcomes/achievements. You may also find the STAR technique, explained above, useful.

Languages (Spanish Fluency)

- Able to fluently converse in Spanish, because of my studies and work on a placement year in Madrid.
- Ability to translate a range of text types to suit a variety of audiences.
- Confident in analysing and understanding the conceptual theories of translation.
- Gained 74% in Advanced Spanish Translation module and 70% in Interpreting modules 1 and 2.
- During my placement year, I communicated with clients solely in Spanish. This significantly increased my language skills, especially in being able to decipher regional accents and colloquial language.
- Translated documents from Spanish to English for Madrid's "Community Languages Services" charity.

Sales

- Supported the Sales Director of Amadeus IT Group, Madrid, during my placement year, in the delivery of a key presentation to a loyal client. Assisted in presentation planning and delivered a Q&A session at the end of the presentation. Greatly enhanced my public speaking, teamwork and independent working skills from this experience.
- Prepared and presented monthly sales reports to the Director of the Sales and Marketing team, thereby demonstrating my ability to present information accurately, concisely and on time.
- Developed strong negotiation skills both over the phone and in person through negotiating prices and agreeing terms and conditions with potential clients.

Leadership

- Led a team of five on a group project during my 'Business in Emerging Markets' module. Organised weekly catch-ups with the group and delegated key tasks to each member according to their interest and strengths.
- Ran three focus groups on the 'What Digital Offers Attract Young People' project, including leading the session and controlling the group discussion.
- During my Outreach Ambassador role, I led campus tours for groups of primary school children to inspire them about studying at a University. I was responsible answering any questions during the tour as well as the welfare of the children during their visit.

Communication

- Developed online written communication techniques through writing all social media content for the student newspaper Humanity Hallows. Understood the different communication styles for different audiences and tailored content to each.
- Actively participated in seminars and group discussions during degree study, presenting my opinions concisely.
- Solely delivered Q & A session for a key client during placement year, which significantly enhanced my ability to communicate clearly and professionally

Education

Manchester Metropolitan University (Sept 2016- July 2019)

BA (Hons) International Business Management | 2:1

Key modules: Applied Management Practice, Business in Emerging Markets, Enterprise in Action, Advanced Spanish Translation, Spanish Interpreting 1 and 2.

Keep your employment and education history and concise as the majority of your skills will have been discussed in the 'Key Skills' section. You can state one or two lines that sum up your role/ demonstrate any additional skill/s.

Loreto College, Sale (Sept 2013- July 2015)

A Levels: Spanish (A), Business Studies (B) English Literature (C) General Studies (C)

Blessed Thomas Holford, Sale (Sept 2008- July 2013)

11 GCSEs (A* to C) including Maths and English.

Sales and International Work Experience

Amadeus IT Group, Madrid (Sept 2017 - July 2018)

Sales Management Intern (Placement year)

Placement year supporting the Sales Director in achieving sales targets and increasing revenue for the organisation.

British Council, London (June 2017 - Aug 2017)

Cultural Skills Summer Internship,

Lead on 'What Digital Offers Attract Young People' project and responsible for social media activity.

Work Experience

Jobs4Students, Manchester Metropolitan University (Sept 2016 - June 2017)

Outreach Ambassador

Responsible for engaging primary school children in the benefits of attending university.

Talking Point, Manchester (Jan 2016- June 2016)

Volunteer Language Assistant

Volunteered to translate various documents from English to Spanish

Humanity Hallows, Manchester Metropolitan University (Sept 2015 – Dec 2015)

Social Media Officer

Responsible for all social media activity regarding the student newspaper for the Faculty of Humanities.

Additional Skills & Interests

IT: Proficient in the use of Microsoft Office, including Excel and Access to create spreadsheets and analyse complex data sets. I am a confident user of social networking tools, such as LinkedIn, Facebook and Twitter and have basic web design knowledge.

Languages: Fluent in Spanish and English. Basic French

Awards: MMU RISE Award 2020: an extracurricular programme which aims to ensure career-readiness after University through completing internships, attending events, and engaging with micro-courses.

Driving: Full clean driving licence

References available on request

Example Cover Letter

Company Address
Aspire Recruitment
Manchester
M12 4PL

Your address and the current date.
Crawford House
Booth Street East
M13 9QS
9th September 2020

Try to address your letter to a named person, check the company details and job advert and write it out in full. If you don't know the recruiter's name write: 'Dear Hiring Manager'.

A sub-heading can make it clear which role you are applying to, include any vacancy reference number, particularly if the company is recruiting for several opportunities.

Dear Joanna Green,

RE: Graduate Recruitment Consultant (Spanish speaking) ref: 1234XX

I am applying for the role of graduate recruitment consultant (Spanish speaking) as advertised on Aspire Recruitment's website.

State which role you are applying for and where you have seen it advertised. You can even include one of your key skills that is most relevant to the role here.

I am very interested in working as a Graduate Recruitment Consultant with Aspire Recruitment because I am keen to develop my career with such a dynamic and forward thinking company. I am motivated about being able to have an opportunity to manage my own clients and relish the prospect of being able to contribute to the increased business success of Aspire Recruitment through developing strong business relationships. The two focuses of the role, supporting graduates in achieving their first graduate role and working closely with hiring businesses is very motivating as the diversity of the work indicates that no two days will be the same and I would be excited to take on the challenges this role would bring.

Your first paragraph should succinctly explain why you want the position. Pick out key points from the vacancy and job description, demonstrating your motivation and skills that would fit the role.

My previous role as a Sales Management intern has given me experience in B2B sales and relationship management with a range of clients. In addition to this, I have developed strong negotiation skills through negotiating prices as well as terms and conditions with both potential and existing customers. I have demonstrated excellent team working skills throughout my time at university. Being the team leader for my business in enterprise has enabled me to apply strong leadership skills, arranging regular catch-up meetings with my team to ensure progress and provide guidance and support whenever needed.

Your second paragraph can discuss why you think you are right for the role. Choose 2 or 3 of the role responsibilities and demonstrate how your skills would enable you to meet these requirements.

I am excited about the prospect of joining Aspire Recruitment, particularly because of your further sales training and mentorship through 'Aspire University'. Aspire offers an excellent opportunity to learn from talented and successful recruiters within the business, especially those working with a specialist in overseas recruitment and a global leader in recruitment resourcing. Moreover, I was interested in to read on your website that you have just enjoyed your most successful year, increasing turnover to £10 million. It is clear that you are a forward thinking and progressive company and I would value the opportunity to be a part of your organisation to contribute to the team and company as a whole.

Your third paragraph should involve some research on the company, using their website/social media etc. Consider a couple of aspects of the company that stand out to you. Demonstrate how you can contribute to these values/why you would be the right fit for the company.

Thank you for considering my application and I look forward to discussing how my skills and achievements fit the requirements of the role and how I could contribute to the further success of the team.

Employer Name- 'Yours Sincerely'
Dear Hiring Manager - 'Yours Faithfully'
Yours Sincerely,
Nicola Brand

Your final paragraph should 'round off' your letter, thanking the employer for their time and why you are keen to be employed in the role and within the company.