



Successful CVs

A CV is a personal marketing document and should be a clear and structured summary of your: education, employment, experience, skills and interests. It should show the potential employer that you are a suitable candidate for the job so that you will be invited for interview. The most effective CVs are the ones which are tailored to the job you are applying to.

Getting started

Before you start your CV it's important to think about yourself and what you can offer an employer. Ask yourself the following questions:

- What types of jobs am I applying for with this CV?
- What skills, knowledge and experience are required for the job?
- What evidence can I provide to match their requirements?

Tailoring your CV

Use the job description, person specification and information on company websites to identify what is required, then match your skills and experience as closely as you can. Recruiters expect CVs to be tailored to each vacancy, **so send a different CV for each job.**

Prepare in advance

It usually takes more than one attempt before your CV is ready to send to an employer. As with all applications, it's advisable to prepare as much in advance as possible to allow for re-drafts.

Careers Service support

A professional careers consultant can help you to identify your skills, experience and how best to organise your information on a CV. Ideally, get your CV reviewed well before you send it to an employer.

What to include in your CV

There are many different styles and design formats that you can use for writing CVs. There is no recommended way to present the content and layout of your CV - this will depend entirely on the vacancy you are applying for.

Make an impact from the start: make sure that your most impressive and relevant details are on the **first page** - this varies from one person to another but could be your skills, work experience, degree, or other achievements.

The following key headings are normally included:

Personal details

Contact information: name, address, telephone numbers (landline and mobile) and email (use your university or a professional email address).

Current Equal Opportunities legislation in the UK means that there is no need to include your date of birth, nationality, religion, marital status, gender or age.

Remember that a GCU careers consultant can help you to review your CV **BEFORE** you send it to an employer!

Profile

If you are going to include a profile, make sure that it's going to add value to your CV. Keep it short, interesting and outline your key skills, experiences and motivations. This is an opportunity for you to highlight your unique selling points and tailor it to the position or sector that you are applying to. Use it as your 'shop window' and it should capture the employers' attention. You may also see this section named as, for example, personal statement, career objective, or personal profile.

Education and qualifications

Use what is known as 'reverse chronological order', start with your most recent course and qualifications and work your way back.

- Qualification – give the formal title of your qualification. If known, the classification or predicted classification, for example, 2.1 or 2.1 expected
- University, college or school name (specify city and country if not obvious)
- Highlight the most relevant information such as key modules, project work and dissertation
- International and EU qualifications – include UK equivalent, if known

Top Tips

For your current study, use the date you started your course - to present, for example (2011 - present).

Depending on your stage and the employers' requirements, you do not always have to include school qualifications in this section.

Remember, you can insert more detailed information on course projects if this is relevant to your application.

Work Experience

Start with your most recent job and work your way back, including part-time and temporary jobs.

- Provide start and end dates, job title and the company name
- Include duties, responsibilities and achievements of the role
- This section can be titled in different ways, for example, employment, career summary, career or employment experience

Top Tips

To attract the employers' attention to your most relevant experience, it may be appropriate to subdivide your experience in this section into 'Relevant experience' and 'Other experience'.

If you have a significant amount of work experience and the list is too long you can condense this between specific time periods.

UK employers are interested in your transferable skills even if they're gained in what you might think are non-relevant jobs.

If applying for a job that's not matched to your work experience then it may be more appropriate to describe the skills gained from your roles.

Voluntary work

As with your work experience, be concise and focus on your responsibilities and what you've enjoyed and achieved from your volunteering experience.

Skills section

Summarising your skills and attributes is a useful way of tailoring your skills to match the employer's requirements for a particular job. Don't just list your skills, you must provide evidence. Examples of skills which employers look for could be team working, leadership, customer focus, communication, problem solving, organisational to name a few.

You may also have developed specialist skills that are relevant to your career sector which you may want to highlight in a separate section. Examples of specialist skills which employers might ask for are technical skills, surveying, scientific or clinical skills.

Personal qualities can be included here or as a separate section.

Commercial Awareness

You need to show that you understand the company's aims, mission and values and that you will be able to contribute to the success of the organisation. Show how you keep up to date with sector developments. Which websites, twitter feeds, blogs or e-journals do you follow? Are you interested in current affairs? What do you know about the organisations customers, competitors and suppliers?

Awards and achievements

Mention any recent awards or certificates if they're relevant to the job. Include the dates of when completed. You can also include positions of responsibility, for example, class representative, Student Leaders programme or student mentor.

Interests

Keep this brief and only include current, genuine interests and activities. If an activity demonstrates a particular skill or personal quality, make sure you highlight this.

Additional information

Languages – include level of ability, for example, native / mother tongue, fluent or conversational.

Driving licence and car owner/ access to a car (if it's an essential requirement for the job include it under personal details).

Specialist sector qualifications can be included here or in the Awards or Education section, for example, Chartered Institute of Personnel and Development (CIPD), Cisco Certified Network Associate (CCNA) or Hazard Analysis Critical Control Point (HACCP - food scientists).

Membership or student membership of a professional body demonstrates keeping up to date with developments in your chosen career area and a commitment to your chosen profession. For example Royal College of Nursing (RCN), Royal Institution of Chartered Surveyors (RICS).

References

It's usual to provide two referees. One should be an academic referee, usually a lecturer who knows your work. The second referee should normally be a current or previous employer.

Make sure you ask permission from your referees before you give out their details and keep them updated with your job search. It is also acceptable to state 'References available on request'.

Style and design

Length

Graduate CVs should be no more than two sides of A4.

Font

Use one modern, easy-to-read font such as arial, tahoma, calibri or verdana.

Font size

Between 11 and 12 is suitable depending on the font chosen.

Layout

Your CV should be organised in a logical manner so that it is easy to read with clear headings that easily signpost your information for the employer.

Style

Avoid large blocks of text and use a combination of narrative and bullet points.

Positive language

Keep your language professional and positive. Avoid text speak, slang, jargon and abbreviations. Use action verbs which convey a positive attitude.

Spelling and grammar

Check that you haven't made any spelling, grammar or typing errors. Do not rely entirely on the computer spell check.

Photograph

Not normally required on UK CVs, but may be a requirement of the country you are applying to.

Tables and graphs

Avoid using these unless you feel that they will enhance your CV.

CV templates

Avoid CV templates as they offer less flexibility and employers are not impressed with identical CV styles and layouts.

Alternative CVs

Creative CVs

You will have more flexibility with a creative CV to use your design skills to impress an employer and you are not restricted to conventional CV layouts. For some examples, please see the [Creative CV Guide](#), produced by the University College of the Arts and Falmouth College. Concentrate equally on content and creative design.

Academic CVs

These can include additional sections such as research, research interests, courses and conferences attended and publications. You are not restricted to two pages for academic CVs so they are likely to be longer. For further information and examples see [Vitae](#) and [Prospects](#).

Video CVs

In some sectors video CVs are becoming more popular and employers are asking for these. You can find some examples on the [Inspiring Interns](#) website.

Online CVs

Most LinkedIn profiles have similar content to CVs. It is important to manage your online profile and keep it professional and up to date. It's also important to be careful about safeguarding your personal information online. A Careers Centre leaflet is available on 'Successful job search using social media'.

If you are going to use a recruitment agency or submit your CV to a recruitment web site, you will be asked to upload your CV or complete a CV template. It's important to follow their instructions for uploading your details. For further information on using recruitment agencies, please check out the [Recruitment and Employment Confederation](#).

Advice

Time Gaps

Recruiters want to know what you've been doing and when, and will check that there aren't any unexplained time gaps. If you've had time out from education or employment it's better to explain the reason for this briefly rather than missing it out completely.

Disclosure

There could be a range of sensitive or personal reasons for time gaps in your CV. It may be helpful to discuss with a careers consultant how best to disclose this in the recruitment process. Appointments with careers consultant are confidential between you and the careers service.

Equal Opportunities

Under current UK legislation an employer can't

discriminate on grounds of race, gender, sexuality, disability and age.

Eligibility to work in the UK

If you are a non-European Economic Area (EEA) student you must be clear about your eligibility to work in the UK and this will be stated on your student visa. You will need to declare whether you are eligible to work in the UK or whether you are looking for an employer to sponsor you.

You can provide this information in a covering letter. Check out this Prospects example of an [international student's covering letter](#)

General information on Visas and Permits for international students who wish to work in the UK can be found on [Targetjobs](#).

Make sure that you discuss your own circumstances and eligibility with GCU's VISA team.

Applying Globally

If you are considering applying out with the UK, there are a range of resources that can help you with this. Check out the [Work and Study Abroad](#) section of the Careers website. Other useful websites are [Gradlink](#) and [Targetjobs Working Abroad](#) series.

Additional resources

Additional CV resources are available on the Careers website.

Covering Letters

A covering letter is often required to accompany your CV. If you are asked for a covering letter, send it as a separate attachment along with your CV. You can also refer to the GCU Careers leaflet 'Covering Letters'.

Careers Consultant CV support

If you would like a GCU Careers Consultant to review your CV, you must bring a paper copy of it with you to either a careers clinic or careers appointment.

Careers clinic (15 minutes): ideal for quick questions or a brief review your CV or application. Book a Careers Clinic session online at the Careers website www.gcu.ac.uk/careers

Careers consultation (30 minutes): for more in depth discussions on career planning and review of your CV, covering letter, applications and for individual coaching sessions. Please go to the Careers website for details of how to book.

A professional careers consultant can help you to identify your skills, experience and how best to organise your information on a CV.

And finally....

Emailing your CV

Many employers request that you email your CV.

- Make sure you have a professional looking email address and consider setting up a separate email address for applications only
- In the subject line be specific - refer to the job you are applying to, for example, 'CV for post of Graduate Surveyor' or provide the job reference number
- If asked for a covering letter send it as a separate attachment along with your CV
- Keep the email language formal - start and end the text in the way you would in a covering letter
- Include your name in the file name, for example AngelaWhiteCV.doc

Careers Service support

Remember that a GCU careers consultant can help you to review your CV BEFORE you send it to an employer!

Contact us

Careers Centre

Campus Life Lounge, George Moore Building
W: www.gcu.ac.uk/careers
Blog: www.gcucareers.wordpress.com

Alex MacDonald
423 Cowdenbeath Road
Glasgow G3 7ND
a.macdonald21@gmail.com
077854382

Enthusiastic and highly committed student with excellent communication and team working skills, looking to launch my graduate career and make full use of my sales experience. With a keen interest in business development I have a range of skills that will enable me to adapt effectively into a fast paced challenging business environment.

Skills

Organisational

- Successfully coordinated twenty volunteers as part of GCU's Commonwealth Games campus initiative.
- I am captain of GCU's golf team, playing a significant role in making arrangements for fixtures and competitions for the last two years.

Communication

- Appointed class representative in my final year.
- Delivered two sessions to academics within the School for Business and Society to outline support for the new Careers Service module in Employability, Enterprise and Entrepreneurship.
- Able to research, review and present key findings clearly and concisely.

Leadership

- Succeeded in encouraging GCU's golf team to fund raise on behalf of Marie Curie and presented a cheque for £400 to the charity last year.

Communication

- Working effectively with others through various university group projects.
- Able to mix well with a wide range of people from different backgrounds and cultures, both in my university course and in my telesales position with GR Associates and also in my role as a Nightline supervisor
- Confident and able to encourage a positive contribution.

Business awareness

- Continuous development of business awareness through research for my dissertation topic and keeping on top of current affairs and entrepreneurship through student membership of Scottish Institute for Enterprise.

IT

- Proficient user of the full range of Microsoft Office programmes with particular expertise in spreadsheets and Sage accounts.
- Developed database system to record fund raising and sources for future campaigns.

Achievements

2013 – present **Yoga Instructor** Yoga Alliance
Includes training on health and nutrition, motivating and developing observational and teaching skills. Teaching full range of yoga related practices including for example, meditation, breathing and structuring and delivering posture workshops.

Personal Qualities

Focused and highly motivated, with excellent interpersonal and communication skills. Confident and at ease in any business setting and quick to adapt and respond to challenges and change.

Work history

2012 – present **Reception** Douglas Pine Hotel, Hamilton
Responsibilities: Responsible for reservations and booking in a busy 20 bedroom hotel and leisure complex. Update and maintain hotel's database, processing credit card payments and liaising with the financial controller.

2011 – present **Telesales** GR Associates, Glasgow
Responsibilities: dealing efficiently with customer complaints and reaching agreements in line with company policies. Arranging for repayments as required. Forward planning and arranging shift patterns when deputising for supervisor. Processing second line sales leads.

Academic qualifications

2011 – 2015 **BA (Hons) Business with Management (2.1 expected)**
Glasgow Caledonian University

Dissertation: Differentiation in market globalisation in the textile industry

Key subjects: International Business Strategy, Industry Studies, Strategic Management, International Market Entry and Development

2005 -2011 **Cameron High School**

5 Highers including A's in Mathematics and Geography and 7 standard Grades

Voluntary work

2013 -2015 **GCU Nightline Supervisor**

Coordinating volunteers and rotas for the confidential telephone, text, and online listening and information service. Also involved in training students from GCU and Strathclyde Universities.

References available on request

Andy Douglas

21 Hill Gardens, Motherwell, ML11 MBA

Home: 01352 543 7865

Mobile: 0791 765 3206

Email: adouglas@gcu.ac.uk

Full, clean driving licence (car owner)

Career objective

A third year accountancy undergraduate with good customer skills who is goal orientated with a strong interest in a career in accounting. My study and work experiences have provided me with a range of knowledge and skills which I'd like to develop in a challenging summer placement. I am keen to apply for the AJM accountancy programme as you offer students the opportunity to interact with clients and to use financial skills to help progress the business.

Education

2013 - present **BA/BA (Hons) Accountancy**
Glasgow Caledonian University

Main subjects: Financial Accounting, Corporate Finance, Audit, Taxation, Business Law and Management, Financial Accounting Regulation.

2008 - 2013 **Glenbank High School, Motherwell**

Highers: English A, Geography A, Computing B, Physics C
7 Standard Grades including Mathematics, Graphic Communication and Art, all at Credit level.

Commercial and business awareness

I have a genuine interest in the financial services industry both locally and globally. I keep up to date with developments by checking business news websites such as BBC News and following finance and markets blogs, my current favourite being FT Alphaville.

Work experience

January 2015 - present: **Recreation Assistant, Motherwell Leisure Centre**
I have gained valuable experience in customer care, dealing with customers in all types of situations. Work as part of an important team that are responsible for customer safety and satisfaction. Regularly participate in First Aid and health and safety training.

May 2012 - July 2014: **Sales Assistant, Digital Direct, Glasgow**
Role included delivering excellent customer service, general stock replacement tasks. Attended "Expert Solutions" course and trained other members of staff on this. Gained team work, communication and organisational skills and occasionally deputised for the manager.

Key skills

- Numeracy and analytical skills: experience of using statistical analysis to evaluate risk and using statistical software such as SPSS and SAS
- Communication skills: gained in sales assistant and recreation assistant roles and at University producing written reports and case studies
- Teamwork: work very efficiently as part of a team, demonstrating leadership qualities when working on joint projects at University in addition to team work in part-time jobs
- IT skills: highly competent in use of Microsoft Office programmes and specialist package Sage. Excellent email and internet research skills
- Planning and organisational skills: able to work on several projects at the same time and am capable of balancing competing priorities for example successfully planning coursework and project deadlines around part-time job and leisure activities

Achievements and interests

- Nominated by fellow students to be class representative for my course. I attend regular staff and student consultative meetings and raise issues related to the degree.

Key skills:

Effective communication at meetings, contributing ideas and confidently getting across the points I want to make on behalf of students.

- Playing football and currently play for two teams in my spare time. I organise one team and this involves coordinating players, booking pitches and organising transport.

Key skills:

Good organisational skills arranging transport for different people in different locations and team work.

References

Academic contact:

Ms Sheila McMillan, Lecturer
School of Business, Law and Social Sciences
Glasgow Caledonian University
Glasgow G4 OBA
Tel: 0141 331 3000
Email: smcmillan@gcu.ac.uk

Employer contact:

Ian Glover
Manager
Motherwell Leisure Centre
Motherwell ML12 8DC
Tel: 0141 319 3298
Email: iag@slc.org.uk

Diane Gibson, 33 Cowcaddens Road, Glasgow, G4 0BA

Tel: 092956342177

Email: dg@btconnect.com

Full driving licence and car owner.

Profile

Honours Psychology student with excellent interpersonal skills developed from working in retail and care settings. Strong theoretical background on the psychology of mental health and excellent research skills gained from completing a dissertation at university. Committed to CPD and eligible for Graduate Basis for Registration. Keen to develop a career in psychology in the NHS.

Education

2011-Present BSc (Hons) Psychology, Glasgow Caledonian 2:1 predicted

Main subjects: Research Methods in Psychology, The Person in a Social Context, Human Cognition, Social Psychology, Personality and Individual Differences, Abnormal Psychology and Mental Health.

Dissertation: "The psychological well-being of staff working with people with Learning Disabilities and challenging behaviour". This dissertation included both primary and secondary research. Staff at the Well Being Day Centre were surveyed and interviewed. A report including results was presented to the board of Well Being Day Centre and excellent feedback was received.

2006-2011 Bell High School, Glasgow

Related Experience

2012 - Present Well Being Day Centre, Care Assistant (Part Time)

Main duties

- Assist service users in all aspects of personal care
- Support individuals and groups of service users in various activities including independent living skills, communication and social skills
- Liaise with other professionals such as social workers, support workers and managers
- Support service users in the local community

2011- Present Glasgow Social Work Department, Volunteer Befriender

Befriend a 16 year old boy on a weekly basis

Summer 2011 BUNAC, USA, Camp Counsellor

Main duties

- Designed and delivered group activities for young people age 14-16
- Acted as point of contact for young people at camp to discuss problems/issues
- Participated in sporting and social activities

Other Work Experience

2013- Present M&C Fast Food, Glasgow, PT Assistant
2011- 2012 Key Stores, Glasgow, Customer Service Assistant

Key Skills/Qualities

- **Communication & Interpersonal:** Effective written and oral communication skills. Able to establish a rapport with service users and relatives easily. Experienced at presenting to a variety of audiences at university and work. Regularly receive excellent grades for written work at university and am required to record details accurately in my part time role.
- **Team working:** Have fitted in well to all teams I have worked in and am able to adapt my communication style to suit the environment. Always listen carefully to others and support colleagues. Able to work with staff from a range of disciplines as demonstrated in my role as a care assistant.
- **Research:** Excellent research skills developed from my psychology degree. Produced a dissertation which involved both primary and secondary research. Enjoy analysing and presenting data.
- **Honesty:** Honesty and integrity have been an essential requirement in all my jobs to date. I have an excellent understanding of the importance of confidentiality and trust.
- **Flexibility:** Able to adapt to a range of work and educational environments easily. I am flexible in my approach and willing to undertake extra hours or tasks to support the team and meet goals.
- **Commitment to CPD:** Committed to CPD and keen to take up opportunities for training and development. A reflective practitioner who is always willing to improve and act on feedback. Keep a record of my training, development and supervision in my current role as a care assistant.

Professional Memberships

Student member of the BPS

Hobbies/Interests

Enjoy running and going to the gym. Love music and attend live gigs. Passionate about the psychology profession and keep up to date by reading "The Psychologist" and the Psych Talk newsletter.

References

Dr L. Smith, Senior Lecturer, GCU, 25 Cowcaddens Road, Glasgow, G4 3XY
Tel: 0797444444 Email: l.smith@glas.ac.uk

Mr M. Brown, Well Being Centre Manager, 3 Dune Place, Glasgow, G10 ABC
Tel: 0897444335 Email: nmbrown@wellbeing.com

David Morton

32 Forbes Street

Rutherglen

Glasgow

G16 6BR

Tel: 07783572144

E-mail: dmr8@gcu.ac.uk

Personal Statement

An enthusiastic and hardworking 4th year student with significant undergraduate laboratory experience, currently studying for BSc (Hons) in Forensic Investigation at Glasgow Caledonian University. Looking for a challenging graduate level entry position with a strong Analytical Chemistry focus in forensic, pharmaceutical or environmental analysis.

Education

2011 - Present BSc (Hons) Forensic Investigation
Glasgow Caledonian University

- Relevant modules studied and passed to date:
Analytical chemistry, advanced organic chemistry, chemical data analysis , instrumental chemistry, molecular biology, forensic spectroscopy, microbiology, forensic investigation, inorganic chemistry, psychology, business law
- Final Year Project :
Determination of Triclosan in Personal Care Products and Environmental Samples
Worked individually, gained hands-on experience of setting up and running HPLC equipment, sample preparation techniques. Assessed by poster presentation and dissertation. Achieved one of the top marks in the class.

2005 to 2011 Rutherglen High School

2010-11	Advanced Highers	Chemistry (B), French (C), Mathematics (B)
	Baccalaureate	Scottish Baccalaureate in Science (Langside College)
2009-10	Highers	Chemistry (A), French (A), Mathematics (B), English (B), Physics (B)

Scientific skills and Lab experience

- Undergraduate laboratory work provided extensive hands-on experience of many analytical techniques (chromatography, spectroscopy, microscopy), working individually or in small groups.
- In final year, will have completed approximately 24 hours per week in lab.
- Excellent report writing and oral presentation skills.

Key Skills and Qualities

- Problem solving and analytical skills which have been greatly enhanced through working in the laboratory
- Logical, independent and systems approach to tasks demonstrated through choice and success of final year project
- Good decision making and risk analysis demonstrated through helping to organise Fresher's Week events and as Team Leader supporting GCU's International Orientation Week
- Excellent customer service skills, gained from working in Aldi's and Tesco Metro stores
- Can work creatively within a team as well as succeeding individually, shown through university group work and the position as Team Leader during International Orientation Week
- Excellent communication skills, which I have developed greatly through my customer service work
- Strong brand awareness gained through three years working in supermarkets

Work Experience

Sep 2011 – present	Part Time Checkout Operator	Aldi's
Aug 2010 – Sep 2011	Part Time Customer Service Assistant	Tesco Metro

Key Tasks:

- Serving at the checkout, providing a high level of service to customers
- Replenishing stock to meet customer demand
- Handling deliveries quickly and efficiently as a team
- Following company ID policies

September 2014 Team Leader International Orientation Week International Student Support Service GCU

Aim:

- To enhance the experience of new students to GCU

Key Tasks:

- Managing a group of volunteers
- Selling tickets for IOW and Fresher's week events, cash handling
- Providing help and advice to incoming students
- Liaising with ISSS staff

Positions of responsibility

- Committee member of GCUSA
- School prefect and member of the Graduation Committee

Professional Associations

Student member of the Royal Society of Chemistry

Additional Relevant Information

- Full UK Driving Licence
- St Andrews Ambulance Standard First Aid Certificate holder (Expires March 2016)

References available on request

James Dubrowski

43 Craigend Gardens
Glasgow G12 6LB

M: 07654411211
E:jdubrowski200@gcu.ac.uk

Highly motivated and creative final year Computer Games software student. Adaptable and hardworking with excellent problem solving skills and able to work under pressure having balanced demanding part-time jobs with full-time degree studies. Keen to learn new skills and gain entry to a graduate level opportunity with a forward thinking organisation.

Education**2011 - present****BSc (Hons) Computer Games Software Development (predicted 2:1)
Glasgow Caledonian University**

Dissertation: Educational benefits of immersive gaming using virtual reality

Key modules: Games Programming; Research and Project Methods; Honours Project; Pervasive Mobile Systems Development; Professional Issues. Mobile Systems Development; 3D Maths; Artificial Intelligence; Software Processes and Practices

Integrated Project: collaborative project working alongside business and design students to develop creative solution to set problem.

Awards: British Computer Society Best final Year Project Award

2011**Western High School**

Achieved 2 AH and 5 Higher passes. Advanced Highers in Maths and Graphic Communication. Highers in PE, Maths, Physics, English and History

Professional computer skills

Software - Unity 3D, Netbeans IDE, Eclipse, ASP.NET, Visual Studio
Languages - C#, C++, JavaScript, Java, CSS/HTML
General - Microsoft Word, PowerPoint and Excel

Related work experience**Summer Internships**

Appointed as part of a team in summer 2014 with a specific brief to develop a students' mobile app for GCU's Funding team. Successfully completed project within timescales and app will now be available in 2015 -16 trimester.

Worked in partnership with GCU Careers Centre on a summer project in 2015 to develop a serious game to support students write graduate CVs

Relevant interests

Scottish Game Jam - participated in this major event and supported the organiser with publicity in local newspapers, gaming websites, games magazines and for the influential technology blog 'Boing Boing TV'

Keen internet and console gamer and keep up to date with current technology through web research and online subscriptions

Personal projects and freelance developments as a Github user

Kathryn Bielecka

47 Whitworth Street, AYR KA8 6LP Tel: 078215348

Email: kbielecka45@gcu.ac.uk

PROFILE

Ambitious, flexible and responsible politics and sociology graduate with substantial experience in a range of sectors and supervisory positions. Actively looking for an opportunity to realign my career direction within a challenging public sector position that will make full use of my excellent analytical and research skills developed at university.

EDUCATION**2012 – 2014 BA (Hons) Social Science - Political history and sociology 2:1**

Glasgow Caledonian University

Core modules

Scottish Politics and Policy, Contemporary Ideologies, Consumer Culture and Identity, Making and Managing Public Policy

Dissertation: Resistance and Change: The Politics of Pension Reforms

Successfully gained direct entry Level 3 of degree course at Glasgow Caledonian University

2011 -2012 HND Business

City of Glasgow College

Core modules

Micro and macro economics, financial forecasting, business culture and strategy, IT applications, statistics, managing people, marketing.

2010-2011 North College, Glasgow

Highers: Psychology A, English B, Modern Studies A

2006 – 2010 Career break

Raising my family gave me the opportunity for a change of career direction and to aim for a university education. During this period, also active in PTA as secretary and as a volunteer for Citizens Advice Bureau.

VOLUNTARY WORK**2009 – present****Citizens Adviser**

Citizens Advice, Glasgow

Responsibilities: First point of contact and support for service users with employment, benefit and legal issues. Answer queries and do research on all aspects of social policy as it relates to service users. Casework, answering phone queries and follow through work. Identify patterns of social policy problems and highlight these at team meetings.

POSITIONS OF RESPONSIBILITY**2013 – present****Member of the Enactus Society**

GCU Students Association

Responsibilities: Active member of the publicity group and update society news on Twitter and blog. This society aims to create a positive impact and change in the community.

2012-2014**Student Ambassador****School for Business and Society**

Responsibilities: communicate clearly with all staff members and Level 3 and Level 4 students ensuring any concerns relating service delivery are passed on to relevant Programme Leader. Attending Staff Student Consultative Committees and providing feedback and maintaining effective communication. Responding to enquiries from staff and students in relation to any concerns or issues about programmes.

2008-2010**PTA Secretary****Kelvinside Nursery**

Responsibilities: coordinating and arranging meetings, agendas and minutes and organising fund raising events throughout the year, in association with teaching and nursery staff.

SKILLS

Research

Experienced in both quantitative and qualitative research techniques through individual projects and specifically in for my dissertation.

Organisation

Excellent organisation skills, including time management and the ability to work under pressure and to deadlines. Evidence of this from degree studies and actively participating in co-curricular activities while sustaining family commitments.

Communication

Able to communicate effectively both in writing and delivering presentations to small and large groups. Invited to lead and deliver at a pension symposium in September 2014 in Edinburgh Napier University.

Leadership

Confident in working in situations that require leadership skills while always aware of individual strengths in any group.

Teamworking

Experience of working in teams from CAB roles and also within a variety of group projects at university. Can handle differing tasks and projects simultaneously and can adapt to be both supportive and participative to meet objectives.

EMPLOYMENT

2003 - 2006

Merchandising Manager

REP Group

Responsibilities: supporting senior managers, organising and coordinating sample shipments, collecting, collating and proof reading documents and maintain overview of shipments status and dealing with all related enquiries and supervising the work of a team of seventeen staff.

1999 -2003

Arts Exhibition Officer

Community Arts Council, Ayr

Responsibilities: planning and organising upcoming exhibitions, researching and sourcing works to exhibit, giving talks to school and community groups, organising insurance, transport and security for valuable items, managing budgets, arranging publicity and dealing with the media, negotiating funding, government grants and private sponsorship.

1995 - 1999

Citizens Adviser

Citizens Advice, Glasgow

Responsibilities: as above

INTERESTS

Charity work Actively involved in fund raising for Cancer Research and involved in sponsored walks and fun runs for Yorkhill Children's hospital, helping to raise nearly £1500.

ADDITIONAL INFORMATION

Clean current driving licence and car owner.

REFERENCES AVAILABLE ON REQUEST

Manoj Majahan

1 Kelvin Street
Glasgow
G4 0BA
0141 333 9990
JSM@mail.co.uk

Profile

Enthusiastic Masters Biomolecular Science student with experience of working as a laboratory assistant and a degree in biotechnology. An effective researcher with a strong interest in tissue cultures and dry eye. Have developed team working skills from working in laboratory teams at university and can communicate with people at all levels in an organisation. Keen to use these skills and contribute to a university research team with a view to developing an academic career.

Education

2015 – Present: Glasgow Caledonian University MSc Bio Molecular Science

Main subjects: Biomolecular studies, Research methods for biological science, Biomolecular microbiology, integrated cell biology

Project title: “Experiment to identify the genetic locus of swine which transmit porcine endogenous retroviruses (PERV) to humans during xenotransplantation”

2011-2015: BSc Biotechnology, Bharathiar University, India. (First class)

Modules included: Chemistry, Microbiology, Molecular genetics, Animal biotechnology, Introduction to Bioinformatics, Immunology.

Regularly spent 10-15 hours per week working in the university laboratories as an undergraduate.

2010-2012: (HSC), State Board of Examinations, 2004(78%), Distinction.

Science Work Experience

2012 -2014 CRA Scientific, India, Laboratory Assistant (summer vacation work)

Main duties:

- Ensured the laboratory was well-stocked and resourced
- Conducted searches on identified topics relevant to the research
- Followed and ensured strict safety procedures and safety checks
- Performed laboratory tests in order to produce reliable and precise data to support scientific investigations with careful attention to detail.
- Preparation of specimen and samples in aseptic environment.
- Operation of standard laboratory equipment.

Key Scientific Skills

- RT-PCR & Real Time PCR
- Western blotting
- Cloning techniques - DNA and RNA isolation, cloning of DNA segments to suitable vectors
- Cell cultures

Other Skills and Qualities

- **Communication:** Have developed excellent written and oral communication skills from university and a range of customer centred roles. Regularly produce written academic work to a high standard as part of my MSc course. Experienced at dealing with the public and able to diffuse problematic situations.
- **Team working:** Have participated in laboratory teams at university for 5 years. Able to recognise and respond to the needs of others in the busy laboratory environment. Confident team member who can take initiative but will keep my line manager up to date and consult with when appropriate.
- **Attention to detail:** Conscientious worker who realises the importance of attention to detail in the laboratory. Able to work quickly and accurately as demonstrated in university laboratories and during vacation work at CRA scientific.
- **IT:** Microsoft Office (word, Excel, PowerPoint), Minitab.
- **Research:** Effective research skills developed from undergraduate and post graduate study. Able to conduct literature reviews and have completed research methods for biological science module as part of my MSc programme.
- **CPD:** Have a positive and proactive approach to CPD. Enjoy keeping up to date with the latest research and developments in my field. Keen to learn new skills and take up training opportunities.

Research Interests

Strong interest in research in the Bio sciences field. Key areas of interest include dry eye research being carried out at GCU and the transmission of porcine endogenous retroviruses (PERV) to humans during xenotransplantation.

Other Employment

2015 - present McDonald's Argyle Street, Glasgow, Customer Services Assistant
2013 - 2014 Bharathiar University, India, Laboratory Demonstrator (sessional)
2013 - 2015 Exchange Call Centre, India, Part time Telesales Assistant.

References

Excellent references available on request.

Jane Smith

21 Street Avenue
Clydebank
GLASGOW
G74 2LZ

Tel: 0141 637 1234

Email: youremailaddress@internetprovider.com

Full Clean Driving Licence

PERSONAL PROFILE

Enthusiastic HCPC registered physiotherapy graduate with varied clinical placement experience in both community and acute settings. Have developed strong customer service skills from working in the retail sector and am skilled at fitting in well to new teams and making effective contributions quickly. Committed to CPD and an active member of the CSP. Have a keen interest in MSK and am keen to develop a career in this field.

EDUCATION

2011 - to date BSc (Hons) Physiotherapy, Glasgow Caledonian University, 2:1 anticipated

Key subjects: Neuromusculoskeletal Management, Neurorehabilitation, Vocational Rehabilitation, Cardiovascular & Respiratory Care, and Sports Injury Management

Dissertation: The effects of aerobic exercise on pain perception

2006 - 2011 Clydebank High School

5 Highers and 8 Standard Grades achieved

KEY CLINICAL PLACEMENTS

Western General Hospital, Glasgow, Outpatients Department

Key responsibilities:

- Management of outpatient caseload with minimum supervision from senior physiotherapist
- Assessment of patient need and delivering appropriate treatment plans
- Facilitation of group physiotherapy sessions in the community
- Delivery of sports injury presentation to department physiotherapy staff
- Use of 'physio tools' with patients
- Liaison with external agencies such as social work departments and GP surgeries
- Excellent feedback received from supervising physiotherapist and other staff

Ayrshire Central Hospital, Irvine, Stroke Rehabilitation

Key responsibilities:

- Development of physiotherapy rehabilitation plans
- Motivating and working with patients on their rehabilitation
- Participating in and observing case conferences and MDT meetings
- Undertaking home visits with other health care professionals such as OTs
- Excellent feedback received from supervising physiotherapist and other staff

OTHER CLINICAL PLACEMENTS

Gained a breadth of experience across a variety of clinical placements in Crosshouse Hospital Kilmarnock (Medical), Royal Infirmary Glasgow (Surgical), Royal Hospital for Sick Children Glasgow, and Uddingston Hospital, Lanarkshire.

WORK EXPERIENCE

May 2013 – to date Dumbarton Rugby Club, Physiotherapy Assistant

Key responsibilities:

- Assisting the physiotherapist with sports related injuries at training sessions
- Attending match days with physiotherapist to deal with emergency injuries

July 2012 – to date Clydebank Care Home, Auxiliary

Key responsibilities:

- Personal care for elderly patients
- Liaison with health care professionals

March 2010 –to date Tesco, Clydebank, Sales Assistant

SKILLS/PERSONAL QUALITIES

- **Communication:** Developed effective written and oral communication skills from university and work experience. Can produce accurate patient notes and concise written reports. Able to present confidently to a variety of audiences and adapt my style of communication accordingly. Skilled at developing a rapport with patients as demonstrated from placement and workplace feedback.
- **Team working:** Have participated well in teams in the workplace and academic settings. On placement had the opportunity to represent the physiotherapy department at MDT meetings.
- **IT:** Proficient in the use of Microsoft Office Package, SPSS and 'Physio Tools'
- **Customer Service:** Excellent customer service skills gained from working in retail. Have received commendation for my customer service approach and attitude to work.
- **Commitment to CPD:** Member of CSP and enjoy keeping up to date with all physio related issues. Keen to take up all training and development opportunities.
- **Organising and planning:** Able to manage my time effectively and maintain high standards when working under time pressures. Can prioritise effectively and delegate appropriately to get the job done and meet deadlines. This was demonstrated in my final placement and was included in my placement feedback.
- **Caring and compassionate:** Totally committed to the physiotherapy profession and passionate about how it can improve patient's quality of life. Have the ability to empathise with patients and always aim to make them as comfortable as possible during the treatment.
- **Adaptable:** Extremely adaptable to different environments and learn new skills and techniques quickly.

INTERESTS & ACHIEVEMENTS

- Class representative for final year physiotherapy students
- Won best dissertation prize
- Film – world cinema and science fiction
- Keeping fit- member of the local gym and a keen runner
- Reading science fiction novels

REFEREES Available on request

Daniel McDonald

42 Kingsmead Avenue
Glasgow
G1 2TA

Mob: 0786994321
Tel: 0141 411 6803
E-mail: dan9786@gmail.com

Personal Statement

An enthusiastic, outgoing and hardworking social science student currently in third year at Glasgow Caledonian University. Looking for a part time retail position with an opportunity to further develop customer service and team working skills whilst studying .

Key Skills and Qualities

- can work well within a team as well as succeeding individually, demonstrated through both previous work experience and leisure interests
- excellent communication skills, developed greatly through working as a part time care assistant in a residential home for the elderly and as a class representative
- excellent organisational skills, for example planning and evaluation – a crucial aspect of preparing assignments at university
- highly proficient numeracy and literacy skills gained from studying Maths and English to Higher level
- proficient IT skills – highly competent in using Microsoft Office package, email and internet

Work Experience

August 2014 - June 2015

Care Assistant (part-time) Caredfor, Glasgow

Key Tasks:

- personal care of elderly residents including bathing and dressing
- providing social and emotional support
- arranging social events and activities and helping with physical tasks
- reporting any changes in health or behaviour of elderly residents to senior staff

Interests and Achievements

- won class prize for top student in sociology in 2015
- St Andrews Ambulance Standard First Aid Certificate holder (Achieved February 2014)
- enjoy playing tennis recreationally
- like reading fiction to relax

Education

2013 to present BA Social Sciences Glasgow Caledonian University
Subjects studied include: psychology, sociology, history, economics and politics

2008-13 Southside High School, Glasgow

Highers: English (A), Chemistry (C), Mathematics (C) and 8 standard grades

References

Jean Hunter, Residential Care Manager, Caredfor, Langside Street, Glasgow, G1 8RF
(0141 513 1234)

David Brown, Lecturer in psychology, Glasgow Caledonian University, Glasgow, G1 8BA
(0141 543 9876)



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