

# Example Student CV

Michael Davies

14 Any Road  
Mobile: 07782  
5678567  
[md75@email.co.uk](mailto:md75@email.co.uk)

Your profile should summarise the skills you've gained through academic studies, work experience, volunteering, extra curricular activities

## Profile

A versatile and professional law graduate with wide ranging experience in a variety of law-related areas including youth offending, debt and benefits advice, employment law, and housing. Seeking to combine academic achievements and work experience in a challenging role within the voluntary sector.

## Education and Qualifications

2006 – 2009      **LLB (Hons) in Law      2:1**  
Nottingham Trent University

Optional course modules: Employment Law, Contract Law, Consumer Law, Law and Medical Ethics, European Law.

2004 – 2006      Nottingham Sixth Form College  
**3 A-Levels**    English Language (A)  
                         Psychology (B)  
                         Business Studies (B)

1999 – 2004      Ashburton Secondary School  
**9 GCSEs Grades A - C**

You can include details of any topics, projects or coursework in your studies that are relevant to the job you're applying for

Voluntary work is more relevant for a job in the voluntary sector so is more prominent in this CV

## Voluntary Experience

**2007 – 2009      TGH Advice Centre      Volunteer Advisor**

- Providing independent, confidential and impartial advice to clients on debt, benefits, employment, housing, relationship and family issues for local voluntary organisation
- Interviewing clients face-to-face and over the phone to establish their needs
- Drafting letters and making calls on behalf of clients
- Referring clients to specialist caseworkers for complex problems or signposting to other agencies when appropriate
- Assisting clients to negotiate with companies and service providers to resolve any difficulties.

**2008 – 2009**

**Volunteer Mentor**

**Youth Offending Team**

- Providing one-to-one support, guidance and encouragement to young people who are at significant risk of offending or re-offending
- Maintaining confidentiality, whilst ensuring child protection procedures and issues of disclosure are followed
- Supporting mentees to set positive goals and work towards achieving these
- Establishing and maintaining regular and timely contact with mentees.

## Work Experience

**2007 – 2009**

**Bar Supervisor**

**Student Union Bar**

- Served customers, maintained excellent levels of customer service during busy periods
- Managed the bar in line with health and safety regulations
- Trained and supervised new bar staff
- Key-holder and responsible for opening and closing the bar within licensing hours
- Planned and organised staff rotas
- Ensured the bar area was stocked and well maintained.

*Although this role may not be relevant to the area of work, it highlights transferable skills and experience such as supervisory and management skills*

## Additional information

- Confident with a range of IT packages including Word, Excel, Powerpoint, internet and e-mail.
- Fluent in Spanish and French
- Full, clean driving licence.

## Interests

- Team captain of the University Hockey Team
- Active member of the University Student Union.

*Positions of responsibility related to sport such as team captain may not be related to the job but they evidence leadership qualities*

## References

- Available on request.