

STUDENT CV TEMPLATE

Use this template to create a clear, professional and tailored CV.

[Your full name]

[Your phone number]

[Your professional email address]

[Town/City]

Professional Profile

Write 3-4 sentences summarising who you are, your main strengths, relevant experience and the type of opportunity you are looking for.

Key Skills

Choose skills that are relevant to the role. Where possible, be prepared to give evidence of each skill.

[Skill 1 - e.g. Communication]

[Skill 2 - e.g. Teamwork]

[Skill 3 - e.g. Problem-solving]

[Skill 4 - e.g. Digital skills]

[Skill 5]

[Skill 6]

Education and Qualifications

List your most recent education first. Include the institution, course/qualification and dates.

Institution	Course / Qualification	Dates
[Institution]	[Course / Qualification]	[Year-Year]
[Institution]	[Course / Qualification]	[Year-Year]

Work Experience

Include paid work, placements, volunteering or other relevant experience. Focus on responsibilities, skills and achievements.

[Job Title / Role] - [Organisation] | [Dates]

- [Briefly explain a key responsibility.]
- [Give an example of a skill you used.]
- [Include an achievement, result or positive contribution where possible.]

[Job Title / Role] - [Organisation] | [Dates]

- [Briefly explain a key responsibility.]
- [Give an example of a skill you used.]

Achievements

Include achievements from work, education, volunteering or personal activities that demonstrate your strengths.

- [Achievement 1]
- [Achievement 2]
- [Achievement 3]

Additional Information

Optional: include relevant licences, training, languages, professional memberships, digital skills or other useful information.

References

Available on request.