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How to write a simple cv for students

You've got a golden opportunities to convey to the recruiters what skills and knowledge you've attained, and how these will help them if they hire you. If you are still employed there, you can list the second date as "present". Assisted in collecting and organising data for environmental impact assessments. Otherwise, you could be talking about your love of providing customer service while applying for an engineering internship. You may want to look at the student CV examples or more specifically, the school leaver CV example or the graduate CV example. While it's less likely that the hiring manager at a retail job will check this, it will certainly come in handy if you're applying for an office job or internship. Transferable skills that many employers look for include: Time management Teamwork Leadership Problem-solving Communication Organisation Working under pressure Enthusiasm Customer service Meeting deadlines See our advice below about how to adapt the skills you've gained during your studies for your CV. This could put you at a disadvantage when negotiating pay. Outline - Provide a brief overview of the organisation or project, your role, and its scope. Coding or Digital Certificates - Basic training in programming languages or digital tools. 3x A-Levels | Birmingham Sixth Form College | Sep 2020 - June 2022 | Mathematics (A), Physics (B), Computer Science (B) | 9x GCSEs including English and Maths | Leicester Comprehensive School | Sep 2018 - June 2020 7x GCSEs including English and Maths | Birmingham Academy | Sep 2022 - June 2024 Predicted Grades: English (6) Mathematics (7) Science (6) ICT (6) Geography (7) Religious Studies (7) IT (6) Design & Technology (6) Spanish (6) For each qualification, add the following info: Qualification & Organisation - Mention where you earned your qualifications, and what they were. The first section of your student CV is the summary - or profile. If you have any professional membership, this should also be included. This could be a few sentences that provide an overview of who you are, what you have to offer and your ambitions. So make sure that the first thing the hiring manager will see on your CV is making the best impression, too. Offered literary suggestions based on the needs and desires of the customer. The location of the role If you have work experience, you should use bullet points to describe the relevant responsibilities of the role. For students, this might include soft skills, technical abilities, or specific expertise gained through coursework or projects. Achievements Developed a deeper understanding of sustainability practices and environmental policies. CV writing tips Don't make up information or exaggerate; you may get caught out at the interview stage. If you're an international student, you might want to say if your visa allows you to work part-time in the UK. Rewrite, edit and proofread your CV, take breaks when doing so, and ask someone to check it for you to ensure it makes sense and there are no mistakes. Regularly revisit your CV to make sure it's up to date and relevant to what you're applying for. Use your school, college or university career service for extra support with your CV, even if you're a recent graduate. Avoid putting your photo on your CV, as well as your age, race, religion, sexual orientation or other personal characteristics, to help employers follow anti-discrimination laws. For students with no experience in employment. Don't worry if you're unsure what to write about on your CV - you'll have gained many skills throughout your studies that are appropriate for a job. Your CV should be as organised as your colour-coded study notes - or at least how you planned your study notes to look before exam season. Don't forget to make sure your voicemail greeting is appropriate, too. Skilled in collaborative teamwork, time management, and research, with experience participating in science fairs and robotics competitions. This could be your art, writing, software development or other digital design. Detail your education & relevant student certificationsIn most jobs, the hiring manager's interest in your previous experience trumps your education. Even if you're not fluent, learning a language shows your commitment. Good at solving mathematical problems? Work Experience09/2022 - 06/2018, Sales Associate, Big Apple Bookstore, Oxford Greeted customers and assisted them with finding books. If you can prove that you're eager and up to the challenge, there are plenty of ways to seize a potential opportunity. Key skills - Include transferable abilities like research, problem-solving, and communication. The education section is the cornerstone of a student's CV. Technical Proficiency - Familiarity with Microsoft Office, Google Workspace, or coding tools. For instance, ensure you have clear headings, bullet points, and that the font is the same throughout. Community engagement - Regularly volunteer at a local library, organising book drives and literacy workshops for children. Hobbies and interests Photography - Captured and edited photos for school events, developing creative and technical skills while contributing to the yearbook's visual appeal. Report Writing - Preparing well-structured and detailed academic reports. You usually only have to provide details of two contacts. Of course, there are occasions when an amazing design will blow the hiring manager away, but this is so subjective that it's not worth the effort. Writing a CV for university You don't need a CV to apply for university through UCAS, but you may need it for: Applying for a scholarship Grant proposals University teaching roles Whoever is looking through your CV for academic purposes is likely to be looking through many others. Play an instrument? Statistical insight! In 2023 Indeed listed some of the most popular online jobs for students. For example: Have you completed a group project in a science class? Canva - Designed promotional posters for a student council fundraiser, contributing to a 30% increase in event attendance. Being on a debate team, for example, shows strong communication skills, while participating in a robotics club highlights technical aptitude and problem-solving abilities. Let's consider that you do have some work experience. Additional info - Optionally, include hobbies and interests that showcase your personality and skills. Many students work flexible jobs and are paid according to the number of hours they are contracted a month.That means that many students are earning close to minimum wage. Don't forget to reserve some space on your CV to highlight those examples of soft skills that show you're the perfect candidate to do just that. Location. These experiences demonstrate leadership and a proactive mindset - qualities every recruiter values. If there are any particularly pertinent roles, feel free to break the reader a little to really emphasise them. However, to ensure your painstakingly written CV makes it in front of the hiring manager's eyes, you'll have to impress the Applicant Tracking System (ATS). That is to say that you have plenty to offer a prospective employer. A messy CV may suggest that you'll be a messy worker - take care when writing, so the employer will see you're committed to the role. It filters the CVs that are sent to the hiring manager. Preparing well-structured and detailed academic reports. You usually only have to provide details of two contacts. Of course, there are occasions when an amazing design will blow the hiring manager away, but this is so subjective that it's not worth the effort. 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Primary responsibilities of your role Any achievements you had in this role, such as being recognised as employee of the month. This section can include any paid work you've had as well as internships, placements and voluntary work. Triple-check your work for typos. List your qualifications in reverse chronological order, starting with your most recent. So be sure to tailor it for what you're applying to. If you don't have any employment history, referees you could use include: Someone you've
volunteered for A community leader, such as a Scouts leader or sports coach Your school work experience manager A mentor or tutor Make sure you ask for your referee's permission before adding them to your CV. Tailor this section to the job description to make your application as relevant as possible. Each subheading should include the following information: Your job role The name of the organisation you worked for Your dates of employment. Responsibilities - Highlight tasks like customer service, event planning, or data entry. Retail Assistant | CityMart Worked part-time as a retail assistant while completing academic studies, gaining experience in customer service, sales, and inventory management. Ideally, one should be a previous employer. Carry out some general housekeeping to ensure it is neat. Whether you're a graduate, teenager, or a recent school leaver, this guide will show you how to highlight your skills and accomplishments, even if your work experience is limited, and create a CV that makes recruiters excited to learn more about you. An employer can use your CV to find evidence of the experiences you refer to in your letter. Think in depth about the activities you've been involved in during your education. 01/2021 - 12/2021 Editorial Internship, Sky News, West London Assisted Senior Editors with a variety of clerical and administrative tasks. Utilised my passion for journalism to pitch interesting story ideas. There is nothing worse than reading a CV that is full of different fonts. You should never write your CV in the first tense i.e., using 'I' or writing using your name, for instance, 'John was responsible for answering customer queries and complaints.' It is more appropriate to write 'responsible for answering customer queries and complaints' as a sentence or 'negotiated contracts with suppliers.' It is better if you can substantiate any of your responsibilities with quantifiable outcomes. On the other hand, if you are trying to get an internship or similar, or you are applying to work in a professional setting such as a bank, it will be significant. Just like an essay, you lead the reader into the rest of the content with your introduction. LinkedIn. It might be time to think about starting a LinkedIn page. Further relevant skills could be: Ability to speak other languages If you have a driving licence Good level of fitness DBS check References Before an employer hires you, they will probably ask for references. These could include, but aren't limited to: Foundation Degrees HND (Higher National Diploma) HNC (Higher National Certificate) Apprenticeships Access to Higher Education Diplomas T-Levels Simply create a subheading with the name of the qualification you have earned or are working towards. Your CV profile, or personal statement, is the perfect place to summarise your strengths, ambitions, and unique qualities. If you're going for a finance role, mention your aptitude for mathematics and certain software. You can think critically. Worked on a piece of coursework or revised for exams? Alternatively, you can write "references available on request" if you want to save space - unless the employer has specified that they want references on your application. Use a clean font - Opt for readability and professionalism with your font to keep your CV looking polished. However, if you are applying for a part-time customer service role in retail, for instance, your education is probably irrelevant. Use this space to highlight interests, hobbies, or achievements that demonstrate skills relevant to the role and your potential for success at the employer's company. Avoid spelling errors. It is a good idea to tailor your CV to each job you are applying for, quite often this means only making small tweaks. Use action verbs like "organised," "assisted," or "delivered." Achievements - Mention any measurable outcomes, such as meeting targets or receiving positive feedback. Praised for attention to detail in research and data organisation. Here are some winning tips to get your CV on the road to success. Conducted research on green initiatives and prepared summaries for team use. If you can, avoid sending the same CV for all jobs you apply for. You can include work experience carried out during your education - including apprenticeships - in your student CV's previous experience section, too. Consider what the hiring manager will want to know about you and your desire to work for them, especially if you have no prior experience. Like writing an essay, your CV should be structured and well thought out before you get started. Recognised by management for reliability and flexibility in covering shifts. Helped five students to achieve top grades and secure places on AS level course. These traits will all correspond to skill sets that you can shine a light on in your CV. Transferable skills Throughout your education or work experiences, the likelihood is that you have also developed several skills that can apply to numerous job roles. What to include Before putting your CV together, start by writing down all your experiences you can think of that may have helped you develop your skills. Just as you would make it clear to the reader what you are planning to cover in an essay or assessment before you plunge into it, you should lead the reader nicely into your story. It can be challenging to know where to get started with writing your summary, so we would suggest looking at our education CV examples for some inspiration. Recruiters need to see your potential at a glance, so keep things organised and easy to read. Collaborated with team members during busy periods to maintain smooth operations. Work experience - List internships, part-time jobs, or volunteer work in reverse chronological order. Supported team activities and contributed to small-scale projects. We also offer a part-time job CV sample, a retail CV sample, and a barista CV sample. Confidence is key with your summary: get to the heart of what makes you great and what you do, and why you should be selected for an interview. List a number where you can be readily contacted. Choose your best skills and write them as subheadings, listing evidence below. Expert tip Optimise for the ATS Your student CV is an opportunity to share with the hiring manager that while you may still be learning, you've learnt a thing or two. Whatever the role, this section lets you show your personality and unique talents while connecting them to the skills the employer values. How to write a student CV Your CV is to show why you would make a great employee. The ATS is an algorithm that ranks the best CVs of the bunch. It all starts with putting pen to paper and getting your student CV out into the world. CV guide for a student CVAs a new CV writer, you may want to avail yourself of the helpful resources Resume.io provides for all job seekers, from students to career veterans. It's also a chance to include recognitions, volunteer work, or extracurricular activities that highlight your initiative and drive. Creative Projects - Any personal or school projects, such as creating a short film or building a website, can demonstrate your creativity, technical skills, and ability to see a task through to completion. Skills you have developed here are communication and working with others. Created your own artwork or piece of music? Student jobs often involve dealing with the public and you need to be able to ensure the hiring manager knows that you will be confident when dealing with customers and will deliver an exceptional service. A personal statement isn't mandatory; you only need to include it if you think it works well and doesn't take up too much space on the page. Undergraduate Degree - Focus on your area of study and key modules. Marital status, national insurance number, and passport number are all things that can be kept private for the time being. Run any long races? Expected graduation: June 2025. Check those keywords. You use it when applying for jobs to show employers why you might be suitable for a role. As a student, the additional info section of your CV is your golden opportunity to showcase the well-rounded individual you are. 09/2013 - 07/2021, 3 A level qualifications, Winchester College, Winchester A grades in French, Business Studies and English Literature. A photo is optional. Links and portfolio You can include links to your online profiles or work to enhance your CV. Your tone and delivery may be different if applying for an internship, rather than a part-time job. The cover letter gives a more in-depth explanation of why someone should hire you. Leadership - Leading societies, organising events, or mentoring peers. Profile - Also known as your personal statement, here you'll summarise your academic achievements, skills, and future goals. Handled cash and card transactions, ensuring accuracy and efficiency. That's your CV header. To explain further, your key goal with your CV is to impress. Most employers are not expecting you to have experience anyway. If you're not sure where to start in finding a job, just remember that you're learning plenty of things in your studies that could be of value to a workplace. You can't rush your CV; you need to plan it carefully, just like you would with your essays or assignments. Choosing the right CV format for a studentThe reverse chronological is usually the best CV format to use. Visited project sites to understand practical applications of environmental consultancy. Followed directions from my supervisor and managed projects with precision. As well as making sure your name is legible at the top of your student CV, you want to make sure that it's easy to contact you. For more information on applications, see our applying to university guide. With a student CV, you are unlikely to have much experience, so the best approach to your CV is to place your education section first (in reverse chronological order). Actively seeking
opportunities to gain practical experience and contribute to organisational success. Education - Emphasise your degree, key coursework, and other academic achievements. The CV layout should be clean and clear so that it is as easy to read as possible. The other can be an academic contact, such as a teacher. Education10/2021 - 07/2021, Bachelor of Communications, University of Oxford, Oxford Working towards a Communications degree. Next, add your education. SkillsCustomer SatisfactionMicrosoft OfficeMotivated AttitudeSocial Media ManagementCertificates07/2021 - 08/2021, Certificate in Advanced Communication Practices, University of OxfordWriting a CV as a student can feel like a daunting task. Using summaries Adding your experience Listing your education Picking the right CV design/layout What the student job market looks like and what salary you can expect How to write a student CVThe very first step in writing your student CV is understanding what sections to include. 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