

# Sample CVs

- These CVs have been successful in getting Cambridge students through to interview.
- Note how each CV has been tailored to a specific opportunity.
- Use these CVs to get ideas of how to adapt and present your own material.

## Nicholas Peters

2nd year Computer Science student at Cambridge

Mobile: 07722 819408 Email: [ncp62@cam.ac.uk](mailto:ncp62@cam.ac.uk) [github.com/cambridgetechguy](https://github.com/cambridgetechguy)

### Education

- 2014 – 2017 **Robinson College, University of Cambridge**  
Studying for BA Hons Computer Science
- 2012 – 2014 **Hill Road Sixth Form College, Cambridge**  
A-levels: Maths (A\*) Further Maths (A\*) Physics (A)  
AS-levels: Additional Further Maths (A) Photography (A)  
AEA: Maths (Distinction)
- 2007 – 2012 **Swavesey Village College, Cambridge**  
GCSEs: 2 A\*s, 9 As
- 2009 – 2011 **Open University**  
Certificate in Web Applications Development (60 CATS points)

### Languages

Java: 2.5 years      JavaScript: 1 year      PHP: 1 year  
ML: 6 months      Prolog: 6 months      Python: 1 year

### Work Experience

- Sep 2014 **Intersys IT – Web Developer**  
Developed a Joomla plugin in PHP to dynamically show available dates from a MySQL Database.  
Optimised website CSS for responsive display on mobile devices.
- Aug 2012 **Carbon Networks – Server Administrator**  
Identified poorly performing servers under load tests.  
Migrated websites to higher performing server architectures.
- Jan 2012 **Computer Angels – Assistant Engineer**  
Configured new desktop computers for clients.  
Migrated client data to new machines.

### Project Experience

- Sep 13 – Jul 14 **Hills Road Racing Team – Lead Engineer**  
Co-led a team of students aged between 13 and 19 years old to design and build an electric car to compete in the Greenpower IET F24 race.  
Designed, developed and deployed a website ([angrygecko.org](http://angrygecko.org)) on GitHub Pages which enabled us to acquire two sponsors to back our car.
- Aug 2013 **Young Rewired State Festival of Code**  
Developed an app in PHP in a team of 4 (using git for collaboration) to determine the cost of a journey on London's public transport.
- Sep 2011 **A\* Pathfinding**  
Implemented the A\* Pathfinding algorithm in Java as a personal project using greenfoot ([greenfoot.org](http://greenfoot.org))
- Aug 2009 **STEM World Summer School, Robotics Strand, Imperial College**  
Achieved a Silver CREST Award.  
Constructed a ball-throwing robot in a small team.

### Activities and Interests

**Sport:** NICAS Top Rope Climber  
British Gymnastics Trampoline Award 8  
Volunteered at Chelsea Academy Climbing Club (Jan 13 – May 13)

**Music:** ABRSM Grade 5 Music Theory (Distinction)  
Rockschool Grade 7 Drums (Distinction)  
Amateur audio mixing experience (2009 – 2011)

Softwire: development internship  
Any degree discipline, any class

Requirements include:

- strong interest in computers in general, and computer programming in particular
- exceptional knack for problem solving and logical reasoning
- be hard working and eager to learn new skills, and relish a real challenge
- be a great communicator and team player

Subtitle will make this candidate of immediate interest to Softwire

Contact details easy to find but do not take up valuable space on this one page CV

Mention of "team" helps recruiter find evidence easily

Interesting verbs highlight evidence of 'knack for problem solving'



Rebecca Palizdar

Email rep3@cam.ac.uk  
Phone 00 44 7700 123456

Intending solicitor

Note the relevant vocabulary in this CV “drafting, working mechanisms, archiving procedure, files, attention to detail, compiled report”. These are very appropriate for a would-be solicitor.

Avoid Cambridge jargon like Tripos, Part 1A, etc. Use words everyone will understand

Education

- 2016 – 2019 **University of Cambridge, Murray Edwards College**  
BA Hons, Law  
- Currently First Year: Criminal Law, Constitutional Law, Law of Torts, Civil Law.
- 2009 – 2016 **South Wilts Grammar School for Girls**  
2016 **A-Levels:** French (A\*), History (A), Latin (A), General Studies (A\*).  
- Achieved 100 UMS scores in half of modules. Averaged 97 UMS.
- 2015 **AS-Level:** Government & Politics (A - top grade with 100 UMS in both modules)  
2014 **GCSE:** 10 subjects at A\* including Maths, IT for Business.

Work Experience

- Sep 2016 **Legal Intern,** Pennine Kennedy Solicitors (2 weeks)  
- Evaluated inefficiencies in archiving procedure. Proactive; persuaded management to digitise files by using clear worked examples of projected system. Resulted in offer for paid vacation job.
- July 2015 **Legal Intern,** Land Law LLP (2 weeks)  
- Sought responsibility and was rapidly entrusted to draft legal documents, liaise with clients in a fast-paced commercial setting. Praised for acute attention to detail.
- Oct 2014 **Study-visit, United Nations Office at Geneva** (10 days)  
- Practical exposure to working mechanisms of UN and intergovernmental agencies including IOM, UNHCR, UNDP.  
- Engaged enthusiastically at Q&A sessions, focus groups, with professionals to maximise understanding and personal growth.  
- Assisted on official document translation, Persian to English.
- July 2014 **Mini-pupillage,** 9 St John Street Chambers (1 week)  
- Shadowed and took notes for serious crime barrister in all work; client interviews, case preparation, court including European sex-trafficking trial.  
- Gained substantive appreciation of how law affects society at grass-roots level.
- July 2014 **Administrative Intern,** Lincoln House Chambers (1 week)  
- Compiled comprehensive HR report analysing online presences of all employees using data-mining research techniques. Organised recommendations by priority to instigate constructive improvement strategy. Wrote tailored briefings. Described as “outstanding” in all areas.

Key Competencies

- Languages **English** (native), **Persian** (bilingual), **French** (professional proficiency, full marks in A-level oral).
- Computer Skills Complete computer proficiency in MS Office. Basic HTML code. Launched and maintained social media for MUN conference to publicise and increase client interaction; conference received most registrations in its history.

Skills and Activities

Leadership, Teamwork, Professional Accountability

- Nov 2016 – Present **President,** Cambridge University Marshall Society 2017 Garden Party Committee  
- Balancing serious time-commitment with academic excellence via goal-based deadlines and responsibility delegation. Genuinely valuing diverse input via whole-team focus forums. Sharing resources in cohesive online database to easily identify modes of improvement for the future.  
- Accountable for budget of £22,000. Negotiating diligently with service providers to ensure cost-effectiveness.
- Oct 2016 – Present **First Year Representative,** Cambridge University Law Society  
- Distinctly client-orientated; liaise professionally with commercial partners to maintain sponsorship and recruitment interest in society members. Engaging tenaciously with experienced colleagues to learn best practices.
- Sep 2015 – July 2016 **Secretary-General,** South Wilts Grammar 8<sup>th</sup> Model United Nations Conference  
- Drafted and delivered speech to 450 delegates promoting youth engagement with global affairs, UN goals. Wrote and peer-reviewed briefing papers on key issues, including unfamiliar ones, in clear, appropriate language for audience.  
- Remained constantly accessible as main point of contact for all involved.  
- Intuitive in digitising all previous resources to streamline planning, ensure whole committee involvement.

Migration, Global Affairs Orientated

Model United Nations

- 2013 – Present  
- Longstanding commitment. Engaging practically with real world issues via research and competitive debate from perspective of UN member states.  
- Thinking laterally by drafting and negotiating for policy-based resolutions in legal language. Recognised at individual and team level via numerous awards.
- Sep 2015 – July 2016 **President,** South Wilts Grammar School for Girls, History Society  
- Presented on Iranian Revolution, “brain-drain” and the Persian diaspora.  
- Diversified Eurocentric agenda to accommodate cross-cultural member experiences. Prioritised student-led forums to emphasise societal goals as shared interests.

Research, Analysis and Communication

- July 2015 – Jan 2016 Independently composed, interrogated hypothesis on “Just War Theory and International Humanitarian Law” out of intellectual curiosity, before any legal education. Focused on the “Responsibility to Protect”.  
- Debated findings confidently with relevant academics.
- Sep 2015 – March 2016 Achieved full marks in A-level History dissertation “War and the Black Civil Rights Movement, USA, 1860-1970”. Original inquiry into why war catalysed integration.

Creativity and Intuition

- Sep 2015 – April 2016 **Volunteer Teacher of Latin,** Classics for All  
- Youngest teacher on scheme. With partner, designed unique course tailored to primary-school-aged children. Invented diverse communication strategies to boost enthusiasm and performance. Success of programme led to increased school registration and charity funding. Awarded “Whitehead Prize”.

Interests

- Strong aptitude for language learning. Seek to learn Arabic via the Cambridge Language Centre.  
- “FLY Girls of Cambridge”; collaboration forum for women of colour. Engaging incisively with racial, cultural and gender perspectives to cultivate cohesion and empowerment.

Positions of increasing responsibility shown to build the transferable skills of advocacy, representation of a group, negotiating and persuading – all key for a solicitor

Titles of essays and relevant pieces of work included. Eye-catching and reader engaged to know more.

# Rowland Chesterton

Email:  
Teleph

Impact Incubator Internship  
Requirements include:  
- Passion for social causes and social change  
- Relationship building and ability to work well in a team  
- Good research skills and an enquiring mind  
- Good organisational skills and ability to cope with high workload

## EDUCATION

- 2015-present **Trinity College University of Cambridge 2015-18**  
BA Hons Human, Social and Political Sciences, dual track Politics and Sociology. 2.1 (67% in First Year)
- 2007-14 **Comberton Village College**  
2014 A levels: English Literature (A\*), Politics (A\*), History (A), Art AS (A)  
Won the Faith Glover Ponsonby Prize for Politics
- 2012 11 GCSEs, 10 grade A\* including Maths and English, 1 grade A

## EXPERIENCE OF WORKING FOR SOCIAL CHANGE

- 10/16-06/17 Member of Cambridge RAG Committee (Graphics)**  
Collective responsibility for all design aspects of the RAG week. Principally responsible for graphics, main jobs so far have included editing the logo and rendering it in vector format, website graphics, and designing the programme and the overall aesthetic of a specific area of RAG week itself.
- 10/16-11/16 Team Leader in the Social Innovation Programme**  
External consultant for WOUP, a social enterprise producing soup from surplus vegetables, to improve their production and process. As a team, researched possible options and analysed our results to produce a written report and give a final presentation of our findings and recommendations.
- 07/16-08/16 Marketing and Communications Intern, Eat United Nicaragua**  
In charge of social media and design for Managua-based charity combating food waste and poverty. Split my time between the office and collecting and distributing food in the communities we worked with. Organised and produced a Facebook campaign aimed at recruiting more local volunteers, a promotional video and posters for a local festival.
- From 04/16 Social Secretary, COI (Trinity College LGBT+ society)**  
Responsible for organising social events for LGBT+ students, such as picnics and socials with other colleges. We organise informational talks for incoming students on gender identity and identities under the LGBT+ umbrella which new students may not be very familiar with, and address sexual health concerns affecting the LGBT+ community.
- 08/14-08/15 Teaching assistant, Colegio San Ignacio de Loyola, Chile**  
Volunteered full-time through Project Trust as a teaching assistant in Valparaiso, Chile for twelve months. Responsibilities included preparing activities and lesson plans, marking tests, teaching lessons, assisting other teachers with their English, and class management.
- 08/12 NCS The Challenge**  
As part of a group, organised an event to raise awareness about mental health in young people and decrease the stigma attached to mental illness, including planning it, pitching it to a panel for funding and carrying it out. Fundraised for the mental health charity Mind and a local hospice.

## KEY SKILLS

- Relationship building, working in a team**  
•At Eat United, built relationships with local volunteers, vendors, and community leaders, represented their interests and needs in marketing materials, drew on their knowledge and experience to develop future strategies  
•As team leader in the Social Innovation Programme, was responsible for liaising with our partner organisation, establishing their needs and priorities; organised meetings, delegated tasks to other members of the team and supported them  
•On Design Committee, collectively responsible for all design decisions and work; work with two others to produce a programme with one consistent vision  
•Worked in partnership with another volunteer and coordinated with other teachers to organise lessons and group activities at Colegio San Ignacio
- Research and analytical skills**  
•Heavily research-based degree discipline, including self-directed research  
•During the SIP conducted in-depth research on pasteurisation methods and equipment, online and by contacting experts, analysed and collated it to produce recommendations for future action and development  
•2,500 word essay on childhood socialisation and gender roles, independently researched, for a school scholarship competition
- Organisation and time management**  
•Member of the Cambridge University Dancesport Team and Design Committee on top of my degree work; during Michaelmas term was also a team leader in the SIP. Have learnt to balance and prioritise demands  
•Experience working to tight deadlines in a professional environment, e.g. producing posters and material for an ecological festival whilst working for Eat United, producing graphics for the RAG week launch website
- Communication and presentation skills**  
•In our SIP team produced a written report and gave a presentation to all participants with our findings and recommendations. Had to present complicated technical information in an accessible way for those unfamiliar with the project  
•At Eat United communicated with various stakeholders, e.g members of the office team, volunteers, beneficiaries, to reflect core values in marketing strategy

## ADDITIONAL SKILLS AND INTERESTS

- Politics/activism**  
Particularly interested in women's and LGBT+ rights, homelessness and inequality and power dynamics, both globally and locally. With COI, organise and spread awareness on issues relevant to the Cambridge LGBT+ community
- Languages**  
Near-fluent Spanish. Completed the Advanced Spanish course with the Cambridge Language Centre. GCSE grade A\* in Mandarin Chinese (very basic level), two two-week Mandarin courses in Dali in China
- Sports**  
Competitive ballroom and Latin dancing as part of the Cambridge University Dancesport Team, including all-round fitness training; skiing; horse-riding
- IT/Design**  
Proficient with Microsoft Office and iWork. Experience with Adobe Illustrator, designing and working with vector files, including converting raster files to vector formats. Familiarity with Adobe Photoshop; pick up related skills quickly

## REFEREES

- Dr Michael Thompson** (Director of Studies)  
Email: [met20@cam.ac.uk](mailto:met20@cam.ac.uk)  
Phone: 01223 767426
- Karl Alesbury** (Eat United)  
Email: [eatunitednicaragua@outlook.com](mailto:eatunitednicaragua@outlook.com)

Front page of CV focuses on this key requirement

Their requirements are used as headings

Interests that are not directly relevant are used to demonstrate key skills.

# James Bateman

Churchill College, Cambridge, CB3 0DS +447541708026 jb20@cam.ac.uk

## Education

### 2014-2017 - University of Cambridge, Churchill College, BA (Hons) Philosophy

- 1<sup>st</sup> Year: 2.1
- 2<sup>nd</sup> Year: 2.1
- 3<sup>rd</sup> Year: 2.1 expected

### 2006-2013 - The Gilbert School, Colchester

- A-Levels: 2 A\*'s (Maths, Philosophy), 2 A's (Politics, Economics)
- GCSEs: 7 A\*'s, 6 A's

## Legal Work Experience

### 2016 (Two 1-day events)

#### Brick Court & Essex Court, Chambers Open Days

- Insight into work and life at the Bar
- Discussed practice legal problems and potential cross-examination scenarios with practising barristers

### 2013- 2014 (6 months)

#### Her Majesty's Courts Service, Essex Magistrates Courts, Administrations Officer

- Organised case files for hearings and trials
- Coordinated court dates with solicitors, judges, legal advisors and magistrates
- Processed legal aid applications from defendants
- Communicated outcomes of trials or hearings to the relevant bodies (National Offender Management Service, Probation Service, etc.)

### 2013 (2 weeks)

#### Taylor Haldane Barlex LLP, Work Experience

- Shadowed solicitors for Magistrates Court hearings
- Shadowed solicitor advocates for Crown Court hearings
- Attended several client meetings

## Public Speaking & Debating Experience

### 2015-2016

#### Cambridge University Debating Team

- Competed for Cambridge University Debating Team at UCL, Imperial, SOAS and KCL national university competitions
- Reached semi-finals of Imperial and KCL competitions
- Regularly attend debating workshops at the Cambridge Union

#### Churchill College Debating Society

- Previously debated at the college's society and scheduled to speak later this term

Barrister/pupillage

Requirements include:

- Academic achievement is key to the profession
- Genuine commitment to the law
- Have undertaken mini-pupillages
- Well-rounded people skills to mix with clients, solicitors and other members of Chambers

### 2011-2013

#### School Societies

- Debating - debated internally on pre-set motions with students and teachers
- Philosophy Society (Founder & President) - Gave two 1-hour talks to collection of teachers and students
- Economics Society (Founder & President) - Organised and led discussions on pre-arranged topics

## Commercial Experience

### 2016 (10 weeks): Citigroup, Investment Banking, Summer Analyst

- Drafted market and industry reports for clients based on recent events and trends
- Worked to strict deadlines under pressure when preparing material for client meetings
- Analysed large amounts of data, identified salient points and presented findings clearly
- Developed client-facing skills: responded to client queries and contributed to client conference calls

### 2016-2017 (1 year): Churchill College Winter Ball, Treasurer

- Member of three-person executive committee leading a team of 21
- Responsibility for £80,000 budget
- Oversight of the legal undertakings of the committee: contracts, arrangements with local council, tort and licensing matters

### 2015-2016 Treasurer of Cambridge University Undergraduate Philosophy Society

## Interests and Positions of Responsibility

### 2015-2016 University Boxing

- Managed academic work alongside 10 training sessions per week
- Awarded Full 'Blue' for winning at Varsity Match

### 2015-2016 Cambridge Union Speakers' Committee

- Drafted letters to potential speakers and arranged their visit to the Union
- Persuaded Secretary of State for Education to speak

### 2015-2016 Churchill College Chess Team Captain

### 2011-2013 Kickboxing at Regional Level

### 2010-2013 Essex Chess Team

Referees available on request

For all CVs, but especially for law, accuracy and lack of typos are paramount.

Clear bullet points: detail has a high impact in law applications

Highlighted public speaking and debating.... OK not to have done mooting as a non-lawyer

Rounded character - Bar will like these competitive and (slightly unusual) sports - independent, challenging, memorable and a talking point



Speculative application to  
UN Women Campaigns Team

– Would require interest  
in women's issues

– Good writing skills

– Experience of running  
successful campaigns

EMAIL | ADDRESS | MOBILE

[celia@cam.ac.uk](mailto:celia@cam.ac.uk) | Magdalene College, Cambridge CB3 0AG | 07944975444

CELIA ELIZABETH THEIL

EDUCATION

2014-2017

University of Cambridge, Magdalene College, BA,  
Biological Anthropology  
First Year result: 2.1  
Second Year result: 2.1

Primarily interested in 'Visual Anthropology and Media' paper, which has widened my outlook on how societies operate visually.

2013-2014

Leeds College of Art, Foundation Diploma,  
Distinction

GENDER AND  
SEXUAL HEALTH

2015-2016

Women's Officer, Magdalene College, Cambridge

- Created Magdalene's first Sexual Assault Policy, which was accepted at College Council and is now implemented. This experience led me to contribute to a National Report on Assault Policies (EROG).
- Arranged for the Senior Tutor, Tutors, Porters and other Welfare figures to be trained by Rape Crisis Centre, in order for those in positions of authority to better understand the complexities of helping someone who has been assaulted.
- Established Magdalene's first series of Sexual Consent Workshops after being trained by the Women's Campaign. I went on to train 12 other students in the Sexual Consent Workshops.
- Organised free Self-Defence Classes with a local instructor, which detailed both the law behind self-defence and the physical manoeuvres.
- Co-created a 'Safe Space' room in college with a semi-autonomous mental health advisor to provide an area in college that is confidential and able to provide information and advice.
- Campaigned for the installation of two free sanitary product vending machines and organised free sanitary product events.

2015-

Committee Member, Magdalene Women's Network

- Scheduled a series of talks with previous female alumni about specific career paths and for the recent International Women's Day, we arranged for talks by the Founders of Girls not Brides and a screening of Girl Rising.
- Involved in meetings with Heads of College about ways in which the College can increase female admission levels.

2015-2016

Design Director, Cambridge for Consent

- Designed the student-led charity's website and I am Magdalene's representative.
- Volunteered at the Women of the World Festival promoting routes of support for survivors of assault.

2015-

Committee Member, Cambridge University Women's Campaign

2014

Scribe, Women's Aid

- Volunteered as a scribe at a conference for Survivors of Domestic Abuse in Cambridge documenting the experiences and voices of those who had been abused.

2014

Panellist for a Women's Campaign Event, 'Liberate your Curriculum'

CAMPAIGNING AND  
COMMUNICATIONS

2016

World Health Internship, Department of Communications,  
Director General's Office, Geneva

- Wrote feature stories for the WHO website
- Wrote press release for the UN Palais on STIs

2015-

Founder and President of Magdalene's Feminist Society

- Gained skills in communication, organisation and event management; recent events include screenings of BME films with Q&A from Directors, a discussion on the use of the word 'Feminism', and an LGBT+ discussion.

2015-2016

Head Campaigner for student safety

- Successful campaigner counteracting council plans.
- Started a petition that garnered over 2,500 signatures on change.org.
- Interviewed on CAM FM, CAM TV and ITV, and for student newspapers.

2014-

Student Access Member, Magdalene College, Cambridge

2014-2016

Editor, Travisty Magazine (Magdalene's student magazine)

2014

Features Editor, Varsity Newspaper

CULTURAL  
EXPERIENCE

2015-

Volunteer with CUCRAG

- Volunteered in the Calais refugee camp and warehouse as part of CUCRAG and CalAid.
- Experience in this environment solidified my interest in working on the 'frontline' of social movements and displacements.

2015-2016

MIRAI internship, Japan

- Selected for a fully funded internship in Japan.
- Attended seminars at Keio Tokyo University, had lectures at the Ministry of Foreign Affairs, a private tour of RAKUTEN, and a host family stay in rural Japan.
- Completed Global Competence certificate

2015-

Committee member of Cambridge University Social Anthropology Society

- Held a series of ethnographic film nights to widen the scope of what people believe to be the 'norm', such as Fashioning Faith, which takes the perspective of female Muslims as the primary narrative.

2014-

Member of Impact through Innovation Cambridge

- Working with a NGO, Nurture Project International, on an app for breastfeeding mothers in refugee camps

Most relevant  
experience is  
grouped at the  
top of the CV

Just the most  
relevant tasks  
are featured

Cultural  
awareness  
clearly  
unpacked

# Laura James

**Home Address** 82 High Street, Keswick, Cumbria, KW12 8TG  
**Term Address** Selwyn College, Cambridge, CB3 9DQ  
**Term Dates** 12/01/17 to 17/03/17, 20/04/17 to 29/06/17  
**Email** lj756@cam.ac.uk  
**Nationality** British

## EDUCATION

**Selwyn College, University of Cambridge, BA Hons Geography**  
10/15- 06/17 Second Year Class 2.i  
10/14- 06/15 First Year Class 2.i  
Modules include: Development; Environment, Society and Policy in Sub-Saharan Africa; Historical Geographies of Food, Famine and Power; Geography and Public Policy.  
**Keswick High School, Cumbria, England**  
09/12- 06/14 A Levels: Biology (A\*), Chemistry (A), Geography (A\*), Mathematics (A)  
09/10-06/12 GCSEs: 7A\*and 4A

## INTERNATIONAL DEVELOPMENT EXPERIENCE

03/16-Present **Cambridge University International Development Society: President**  
• Headed a committee (12) in the organisation and marketing of university-wide talks, panel debates and film screenings.  
• Managed the publication of 'Vision', the society's bi-annual magazine.  
• Chaired events and liaised with key speakers e.g. the former Archbishop of Canterbury Dr Rowan Williams.  
12/15-06/16 **The 139 project (Tearfund's Emerging Influencers programme): Supporter and Advocate**  
• Attended strategic planning meetings: photo petition, call to the UK Government to prioritise MDGs progress, photos sent to women's support groups worldwide.  
• Implemented strategy: managed campaign stalls in central Cambridge – 210 photos taken as a result.  
• Promoted the project via publicity on social media and posters.  
09/15 **Oasis En Gadi (street children charity in Guadalajara, Mexico): Care Home Assistant**  
• Taught English and organised activities for the children over three weeks using basic Spanish – completed a ten-week intensive Spanish course prior to visit.  
• Prepared teaching material and activities in advance for church children's work with 20 children and participated on a team conducting welfare visits in a slum.

## FUNDRAISING

12/16-02/17 **Tearfund charity formal dinner: managing event**  
• Delegated tasks between the Tearfund Cambridge Student Society including: entertainment and publicity. Sold all seats, raised £375.  
04/14-06/14 **Money raised directly for the charity Tearfund**  
• Raised £1,300 to extend Afrinspire's work with Women's Groups in Tanzania.  
• Wrote newspaper article, designed a leaflet then directed their wide circulation.  
• Distributed funds on the ground e.g. allocated £100 to establish a group revolving fund enabling materials for large orders to be obtained.  
01/14-06/14 **Money raised to conduct dissertation research in Tanzania**  
• Raised £1,600 through applying to a multitude of different funds.

Dalberg Development Advisers  
Requirements include:  
– Strong analytical abilities, both quantitative and qualitative  
– Ability to present information in an insightful and structured manner  
– Passion for development  
– Understanding of the political and cultural environments

## RESEARCH AND ANALYSIS

07/16-08/16 **Undergraduate 10,000 word dissertation: Developmental Geography**  
• Assessed rural Tanzania Women's Self-Help Groups through six weeks of qualitative research, the work will inform the future work of the charity Tearfund.  
• Presented findings via PowerPoint to 30 people and wrote report.  
• Solved methodological challenges e.g. low literacy levels (made questionnaire into structured interview), inexperienced translator and logistical challenges.  
04/16 **Week long Geography fieldwork in the Nerja region, Spain**  
• Conceptualised, designed and implemented a quantitative research project assessing the effect of fire intensity on vegetation regeneration in a pine forest.  
• Worked in a small team to collect data, analysed in Excel. Wrote independent report.  
• Awarded a 2.1.  
01/16 **Undergraduate 2000 word project**  
• Assessed the water quality of a stream in Cambridge, through team data collection. Analysed Data using Excel, produced graphs and tables for use in written report.  
• Awarded a First Class mark.

## LEADERSHIP

10/15-01/17 **City Church Cambridge: Student Team Leader**  
• Organised and ran weekly student meetings and social events for 30 people, frequently gave talks and presentations.  
• Mentored first year students, actively contributed in team planning meetings.  
10/15-06/16 **Selwyn College Ladies Badminton: Captain**  
• Collaborated, organised all fixtures, training and team kit order. Achieved a reversal of fortunes for the team: moved four places up the league.  
• Negotiated with other teams e.g. over conceding games if their team was incomplete.  
09/12-04/15 **Duke of Edinburgh: Gold Award**  
• Organised and completed two four day expeditions in Yorkshire, overcame challenges of team injuries and bad weather.  
• Committed to: 18 months of leading children's work at Kings Church Keswick, 12 months of Lifesaving (achieved Bronze Medallion), 12 months regular attendance of an exercise class.  
09/12-07/14 **Skillsupport Education Centre, Keswick: Assistant**  
• Taught English and Maths to primary-school aged children and assessed their work, twice a week as a paid part time job.  
10/12-07/14 **North Inter-Schools Christian Union: Student Leadership Programme**  
• Led youth events e.g. weekly lunchtime club discussing philosophical, ethical and religious issues and part of the team that organised a youth weekend away.

## ADDITIONAL SKILLS/ACTIVITIES

**Languages** French (GCSE A\*), German (GCSE A\*), Spanish (Basic)  
**Sport** Selwyn College Badminton Colours (2015, 2016), Selwyn College Orienteering team, second place in inter-collegiate competition (2016), Advanced Skier (2004-Present), National Schools Sailing Regatta representing Cumbria (2010)  
**Driving** Full clean UK driving licence, passed 30/09/14  
**Computing** Competent with Microsoft Office, Arc GIS, Nvivo (data analysis package), GeoDa, Corel Draw, Community Analysis Package (statistics)  
**Referees** Provided on request

Use of headings is evidence of ability to present information in an insightful and structured manner.

Results quantified

Evidence of qualitative and quantitative skills drawn out

Good use made of volunteering

MARK ALAN McCOY

Clare College  
Trinity Lane  
Cambridge CB2 1TL  
Mobile: 07792 183584  
Email: mmccoy@gmail.com

EDUCATION

2014–2017 Clare College, University of Cambridge, BA Hons English  
Years 1 & 2: 2.1, papers included 5000-word dissertation on Frankenstein and film  
2008–2013 Banstead College, Surrey  
2013 A Levels: Geography (A\*) History (A) English (A\*)  
2010 GCSEs: 10 subjects, including Maths (9 As, 1 B)

TELEVISION EXPERIENCE

2016 Production Assistant *Channel Four Television, London* (4 weeks)  
Selected and edited material for a Promotional Video. Compiled ITV play-out schedule, logging ITV trails. Assisted with Trail production and placing.  
2016–17 Head of Production *Cambridge Film and Television Society*  
Created and developed concepts for programmes, from Documentaries to Comedy. Managed shoots and edited videos. Instigated shorts competition.  
2015 Advertising Executive Assistant *Morrison’s Supermarket, Woking* (6 weeks)  
Wrote and edited copy. Supervised photographic shoots. Runner during filming of advertisements.

RELATED MEDIA EXPERIENCE

2014–16 Radio *Royal Charlotte Hospital, Sutton* and *Cambridge University Radio*  
Produced and presented weekly shows. Reported for local radio station, *CNFM*.  
2014–16 Journalism Regular writer of feature articles and arts reviews for *Varsity* (student newspaper).  
2014 Drama Director Managed production team and cast of 30 in *Black Sunday* at main student venue in Cambridge.  
2008–2010 Editor of *The Banshee* (School Magazine). Selected, edited and proofread entries; designed layout of 100-page publication.

TECHNICAL SKILLS

Cambridge University: Video editing course (one day)  
Anglia Ruskin University: Writing for the web (twelve hours training)  
Created website for Cambridge University TV [www.cutv.org](http://www.cutv.org)  
Set up vlog for Clare College access programme [getintoclarecambridge.com](http://getintoclarecambridge.com)

ADDITIONAL ACHIEVEMENTS AND SKILLS

2016 Clare College Ball Managed advertising, publicity and PR for £30,000 event.  
2015 Faculty Co-ordinating Committee Negotiated course changes with Senior Fellows  
2014 Tennis Captain of College Club; organised teams and special events  
2013–14 Travel Backpacked around Europe, Australia, New Zealand and USA  
Computing Microsoft Word, Excel and Powerpoint  
Languages Conversational French and Spanish  
Driving Full current driving licence  
Member of British Film Institute

REFEREES

Dr D I Shonwell  
Director of Studies  
Clare College,  
Cambridge  
01223 333200  
dis3@cam.ac.uk  
Ms Amanda Root  
Head of Presentation  
Channel Four Television  
rootamanda@channel4.org  
020 7233 5559

Ellen McClintock

Girton College, Cambridge, CB3 0JG 0751-3

EDUCATION

2013 – 2017 Girton College, University of Cambridge  
MSci, Natural Sciences (Physics) – First Class expected  
BA Hons, Natural Sciences (Physics) – First Class  
2011 – 2013 Tytherington High School and Sixth Form College, Cheshire  
A Levels: Mathematics (A\*), Physics (A\*), Chemistry (A\*)  
AS Levels: Further Mathematics (A), History (A)  
2009 – 2011 GCSE 12 subjects (all Grade A\*) including Mathematics and English

AWARDS

2015 – 2016 Girton College – Elected to a Foundation Scholarship & awarded a College Prize  
Recognition for exceptional achievement in third-year exams  
2013 – 2014 Girton College – Dan Rookwood Award, Runner-up  
Award for outstanding contribution to college sport  
2011 – 2012 Tytherington High School – Numerous Academic and Sporting Awards

EXPERIENCE

2016 – 2017 Engineering Project Director Cambridge Development Initiative  
2016 (8 weeks) Engineering Project Financial Strategist & Impact Evaluator

- Piloted the world’s first vertically integrated simplified sewerage system in Dar es Salaam, including building a team of 15 UK and Tanzanian students – to date our work has benefitted over 500 people.
- Persuaded the local government water board to part fund the project and also created a comprehensive financial plan and contract for the local pilot sanitation loan, including setting interest rates and devising a misuse policy.
- Identified key weaknesses with the previous CDI approach, including alumni engagement and retention of volunteers into committee roles, suggesting solutions that the committee has agreed to adopt.
- Prepared and agreed on a Memorandum of Understanding with a local NGO to support our project moving forward.
- Led impact analysis using qualitative and quantitative methods – 97% surveyed believe local health has improved.

2015 (8 weeks) Programme Assistant Girton-Kings Programme

- Ensured over 250 international students effectively integrated into the Cambridge culture as part of a team of 10.
- Organised and led a programme of activities and entertainment for small-group and programme wide participation.

2014-15 Treasurer Girton May Ball Society

- Responsible for a budget of £168k to deliver the college’s annual ball; rated 5.0/5.0 and 4.5/5.0 by student reviews.
- Managed budgets flexibly across a committee of 16, acting as the decision maker on all financial matters.
- Performed a leading role in the design of the event and oversaw ticketing operations for over 1200 guests.

2013 -15 Founder and Captain of Squash Team Girton College Squash Club

- Founded the college squash team; securing funding, running weekly training sessions and building a two team squad.
- Led the First team to promotion every season of my captaincy finishing in the top inter-college division.

2012 -13 Chair and Ambassador Macclesfield School Sports Partnership

- Chaired a committee of peers dedicated to organising interschool sports events as part of the 2012 Olympic legacy.
- Coordinated events for groups of between 20 and 200; giving presentations and liaising with Olympian guests.

EXTRA-CURRICULAR ACHIEVEMENTS

Languages Basic Swahili – learnt in 2 months in Tanzania, currently studying for CEFR B1 certificate  
Computing Microsoft Office (Competent), Python and LaTeX (Working knowledge), C++ and Matlab (Basic)  
Sports Squash (trained with University teams), Rowing (Women’s College VIII), Football (College team)  
Other University Access Ambassador (2015-17), Stokes Society Speakers Officer (2014-15), Gold Duke of Edinburgh (2013), RYA Dinghy Instructor (2012-14), RLSS Pool Lifeguard (2012-13)

REFERENCES AVAILABLE UPON REQUEST

Relevant experience is easy to find at the top of the CV

Even though not specifically requested, a range of technical skills is necessary for TV/media production

Live links are useful in a media CV

Active verbs indicate energy and ability to achieve results

Key skills for consultancy

Evidence of ability to work well with others

Extra-curricular activities indicate tenacity and ambition



JAMES PETERSON

Address: 62 Wolfe Court, Cambridge CB4 7SA  
Telephone: 07803 557668

Nationality: British/Greek  
Email: jp35@cam.ac.uk

EDUCATION

- 2014-2018 Selwyn College, University of Cambridge
- BA & MEng (Hons) Manufacturing Engineering Tripos (MET)**  
2i , currently studying for the MEng qualification.
- Papers include Management Economics and Accounting, Marketing and Business Strategy and a Major Project in New Product Development and Enterprise Creation.
- This year's Long Project involves developing a Strategy Diagnostic Tool which will enable companies to analyze their business and develop strategic plans. Client is a Cambridge-based biotechnology firm.
- First two years - studied Engineering Science
- 2007-2014 Hills Grammar School, Newcastle
- A Levels:**  
Mathematics (A\*)      Physics (A\*)      Accounting (A)  
Chemistry (A\*)      Modern Greek (A)
- GCSE:**  
10 subjects at Grade A/A\* (incl. English and Mathematics)

WORK EXPERIENCE

- June – August 2013: EY LLP, London (Corporate Finance – Mergers & Acquisitions)  
Summer Intern
- Analysed work of Communications and Entertainment team using qualitative and quantitative research methods.
  - Gained a solid understanding of best practice methodologies in analyzing and valuing a company.
  - Added knowledge on particular industries by identifying the differences between operation layers and focusing on the most relevant targets for clients.
  - Worked directly with senior members and participated actively with colleagues in other EU offices.
  - Communicated my findings effectively, whilst recognizing key issues and information inadequacies.
- June – September 2016: PDF Research Ltd, Derby (Commercialization of New Technologies)  
Summer Intern
- Undertook commercialization of a new technology project, analyzing issues related to the market such as competition and potential customers, to develop a new bladeless turbine.
  - Aided in the preparation of a formal business plan, through identification of the potential market segment and alternative methods of production.
- June – September 2015: A&P Pleides, Athens (Electromechanical Services)  
Summer Intern
- Employed as a trainee Engineer, under the supervision of a senior Electrical Engineer and reporting to the company's Technical and Financial Managers.
  - Advised on the selection of materials and the evaluation of customers' quotations, according to specifications received by project consultants.

Delta Energy & Environment, Analyst

- Requirements include:
- The ability to work effectively in teams and independently, and taking own initiative to overcome challenges
  - A profound desire for learning, becoming an expert and developing new contacts and networks
  - The confidence and initiative to apply a variety of research methods, including face-to-face and telephone discussion with industry experts and other professionals
  - Fluency/capability in a relevant second language is a strong advantage

LANGUAGE AND IT SKILLS

- Languages**      Bilingual in English and Greek, Intermediate French, Basic Spanish
- IT**      Computer literate: Word, Excel, PowerPoint, Qbasic, ProEngineer and Solid Works  
Programming: C++ and Matlab

ACTIVITIES AND ACHIEVEMENTS

- Working in teams**
- President and Captain of the Blues Volleyball Club (2016–17)**  
Overall responsibility for University Men's Teams. Oversee the College League (involving 200 people and a £10,000 budget). Led the team to Varsity Games victory in 2017. Represented Cambridge at the National Shield competition, 2017.
  - Leader of Duke of Edinburgh's Gold Award Group at school**
  - Group Co-ordinator for Integrated Design Project 2015**
- Initiative**
- Blues Volleyball Secretary 2015–16**  
Organized the Corporate Volleyball Tournament involving companies such as PwC, IBM and American Express, last December raising £900 for the Club. Organized Blues trip to Barcelona for the Pre-Olympic Beach Volleyball Championship and participated in a local Tournament.
- Confidence with industry professionals**
- ESTIEM (European Students of Industrial Engineering and Management) – Cambridge Delegate**  
Overall management of the Cambridge group. Representation at the annual Council Meetings and organization of the European Seminar on Business Cycles in Cambridge this January. Qualified for the 2016 T.I.M.E.S Management Consultancy finals, organized by Roland Berger
- Face-to-face and telephone communication**
- College Alumni Fundraising Campaign**
    - Achieved highest number of calls for the week by initiating a spreadsheet of call back availability – now adopted for future campaigns
    - Secured £15,000 donation to college chapel fund
  - Staff-student Joint Committee, Student Representative 2014-15**
    - Negotiated for 10% rent rebate owing to November flooding

AWARDS

- Academic**
- College Scholar 2015  
Wright Prize 2012 (awarded for best First Year exams)  
2015–2016 Mott McDonald Award for Best Structural Design Project.
- Sports**
- Full Blue for Cambridge Volleyball 2017.  
England Under-21 Volleyball Team, 2010.  
County Javelin Champion, 2011.

INTERESTS

Diving (Egypt, Bali, Micronesia).  
Coaching the Women's Volleyball Blues squad.

REFEREES

- Dr. Paul Smith (Director of Studies)  
Selwyn College  
Grange Road, Cambridge CB3 9DQ  
Email : pss21@cam.ac.uk
- Ms Jane Paulson (Senior Manager, EY)  
1 Ladbroke Court  
London, SE1 7UH  
Email : paulson\_j@ey.com

Key vocabulary from the job advert is used as tags for experience

Clear evidence of language requirements

Side headings reflect job requirements exactly

Evidence of wanting to become an expert



Succinct profile closely relates to requirements

Qualitative research outputs are quantified

These articles demonstrate her cultural awareness

The font is small on this CV but the level of detail is impressive

Flamingo Group  
(Market research internship)

- Requirements include:
- Ability to listen to people from all walks of life
  - Cultural awareness
  - Being curious and go beyond the 'what' and discover the 'why'
  - Willingness to pitch in with all manner of projects

Geetha Michalakos

gmichalakos@gmail.com

6+ years of anthropological research in India, Egypt, Denmark, Spain, Mexico, Germany, and the US - examining sex & gender, political religion, emerging markets, & material culture.

EDUCATION

**University of Cambridge, MPhil Social Anthropology** 2015-2016  
King's College Research Grant

*Thesis: Ishtadevata: The Politics of Conservation amongst Sacred Landscapes in Hampi*  
Examined communal disputes of religious sites in South India, the role of archeologists, & the resistance of women to participate in communal disputes.

**American University, BA International Studies, Minor in Anthropology** 2011-2015  
Leadership Scholarship, Honors Program, Dean's List  
White House Interfaith Award

*Thesis: "Bharat Mata Ki Jai": 'Homeland Politics' & Shifting Trends in the Political Assertion of Hindu Americans"*  
Examined Hindu nationalism in the Hindu American Diaspora & its political implications on foreign policy. Awarded "Best Dissertation Presentation" at American University School of International Service, 2015.

RELEVANT RESEARCH EXPERIENCE (Selection)

**Agastya International Foundation, Impact Assessment Consultant** July 2017-Present  
Bangalore, India. *Fieldwork: Andhra, Gujarat, Rajasthan, Maharashtra, & Karnataka*

- Fieldwork-based consultancy monitoring various education programs in 18 states in India.
- Completed qualitative research of 500+ interviews of students, parents, & teachers to measure shortcomings in interventions & provide NGO policy to strengthen Theory of Change & intervention execution.
- Led team of 20 members in 5 states to measure science knowledge (mixed methods) in low-income children.

**Humanity in Action (HIA), Senior Fellow** May-July 2017  
Berlin, Germany & Copenhagen, Denmark

- Following a 2014 grant to examine German refugee policy, invited to co-lead HIA Fellowship in Denmark.
- Co-designed a research summer school for young academics & activists to examine Denmark's refugee crisis by placing fellows in reputable asylum NGOs.
- Trained fellows in qualitative research methods for independent projects on asylum rights.
- Mentored fellows to present findings at 2017 International HIA Conference (1000 guests).

**Smithsonian Institution, The Freer and Sackler Galleries of Asian Art, Curatorial Fellow** Sept 2016-Jan 2017  
Washington DC

- Project-based consultancy for redesign of permanent South Asian galleries at National Museum with focus on contemporary debates on multiculturalism, gender, & social mobility in India.
- Provided multi-departmental recommendations to incorporate contemporary political issues into exhibitions.
- Miscellaneous art historical research duties for acquisitions at the level of Curatorial Fellow: Identified 16th century Baburnama painting in acquisition. Designed & executed display of Jahangir's archer ring.

**Ibn Khaldun Chair of Islamic Studies, American University, Research Assistant** 2014-2015  
Washington, DC

- 25+ hours per week providing research through extensive papers on Political Islam and US Foreign policy, writing & editing op-eds & press releases, & leading communications team to support Chair of Islamic Studies.
- Literature research for *The Thistle and the Drone: How America's War on Terror Became a Global War on Tribal Islam* (Brookings Press 2014, Harper Collins 2015). Contributed substantial material to chapters 2, 3 and 6.
- Coordinated high-profile meetings with diplomats & leaders of the Muslim world for Ambassador Ahmed, scholar of Islam that BBC deemed "the pre-eminent authority of Islam of the 21<sup>st</sup> century".
- Led interfaith focus groups to examine post-9/11 narratives amongst students. \$5,000 grant.

**Museum of Egyptian Antiquities, Documentation Intern** August-December 2013  
Cairo, Egypt

- Interned during the aftermath of the Revolution in which the museum was partially destroyed. Documented inventory of Egyptian antiquities, funded by USAID.
- Collaborated with Egyptian government officials to find & preserve stolen objects during Revolution of 2011.
- Teamed with curatorial staff, the Department of Antiquities, & various corporate shareholders to establish Friends of the Egyptian Museum Group.

High School Senior Project, "Zapatista Movement and Feminism"

March-June 2011

Chiapas, Mexico

- Executed ethnographic fieldwork to analyze post-revolutionary discourses about gender disparity gap in Mayan communities. Spent significant time with Zapatista rebel fighters in former training camps.

TECHNICAL SKILLS

**Software:** MS Office Suite, Apple iMovie, KE Emu Museum Software, Basic HTML, SPSS.

**Research skills:** Qualitative Research, Ethnography, Focus- Group Implementation, Semi-structured Interviews, Questionnaire Design, Mixed-Methods.

**Language skills:** Spanish (Advanced), Telugu (Native), Kannada (Basic), Arabic (basic), Hindi (Basic).

SOCIO-POLITICAL COMMENTARY

**Poetry:** Over 10 years performing Spoken Word & published several pieces in reputable literary publications in The US & India. Through poetry, analyzes anthropological themes of diaspora, feminism, body politics, & culture-clash.  
Poetry blog: <http://cottonseedblog.tumblr.com>

Academic Publications:

Imponderabilia: International Student Anthropology Journal, University of Cambridge

- "Office Tigress" 2013
- "In my Mother's Hands" 2013
- "Raichur Train Station" 2012

Op-eds & Magazines:

Pakistan Link, "Love Poems for America" February 2, 2017  
<http://pakistanlink.org-Commentary/2016>

Huffington Post, "Dharmic Seva & Vivekananda: The Catalyst to Building Pluralistic Communities" September 19, 2016  
<http://www.huffingtonpost/entry>

Hinduism Today, "Mom's Hands On Sari Lessons" March 5, 2015  
<https://www.hinduismtoday.com/modules/smartsection>

American Bazaar, "Challenging Faith-Based Narrative of Terrorism" March 23, 2014  
<https://www.americanbazaaronline.com-challenging-the-faith-based-narrative-of-terrorism/>

Washington Post, "The War on Terror and the War for Hearts and Minds" February 20, 2014  
<https://www.onfaith.co/onfaith-the-war-on-terror-and-the-war-for-hearts-and-minds>

LEADERSHIP

**Founder, Hampi Water Rights Campaign** 2015-2016  
Hampi, India

- During fieldwork, whistle blower of water pollution from illegal mining in Hampi villages.
- Led advocacy training for local women & lobbied local minister on health & water concerns.
- Facilitated training programs & demonstrations with local health clinic staff on dangers of water pollution.

**Cambridge Rising Star Public Engagement Leader, University of Cambridge** January- October 2015  
Cambridgeshire, UK

- Selected in Cambridge University competition to design innovative platforms to communicate cutting-research with a multidisciplinary team of postgraduate academics. Culminated in a public engagement interactive simulation.

**Director of Women's Empowerment, Student Government American University** 2012-2013  
Washington, DC

- Advocated for women's issues in student government meetings at American University.
- Organized weekly support group, educated on sex health, & executed National Women's Month campaign.

Andel Papadopoulos

Christ's College, Cambridge, CB2 3BU  
Phone: +44 7376 186353 | Email: [ap584@cam.ac.uk](mailto:ap584@cam.ac.uk)

EDUCATION

University of CambridgeCambridge, United Kingdom

MPhil in Engineering for Sustainable DevelopmentExpected Aug 2017

- Dissertation: A Critical Analysis of Low-Carbon Energy Investment Metrics

University of TorontoToronto, Canada

BASc in Engineering Science with Industry PlacementSept 2011 – Jun 2016

- Major in Nanoengineering and Minor in Sustainable Energy Systems, GPA: 3.54 / 4.0 (2.1 eq.)
- Awards: Top Undergraduate Thesis Award (1<sup>st</sup> out of 202), Hydrogen Design Contest Winner

COMMERCIAL EXPERIENCE

University of Toronto Department of Civil EngineeringToronto, Canada

Research AssistantJun 2016 – Aug 2016

- Designer of Global Renewable Energy Time-Series & Analysis (GRETA) platform.
- Lead department’s application for the 2017 Compute Canada Resource Allocation Competition.
- Coauthored working paper submitted to Environmental Modeling & Software journal.

Fio Corporation (Cloud-Based Healthcare Start-up)Toronto, Canada

Applications Engineering InternJun 2014 – Jul 2015

- Developed hardware & software solutions for proprietary medical diagnostic devices.
- Established product metrics using customer data to improve diagnostic device performance.
- Managed and maintained engineering documentation systems for regulatory compliance.
- Delivered tasks under strict time pressure to meet funding and product demo deadlines.

ADDITIONAL RELEVANT EXPERIENCE

University of Cambridge Technology i-TeamsCambridge, United Kingdom

Hydrogen from Biomass Project: Team MemberJan 2017 – March 2017

- Investigated potential market opportunities for a novel hydrogen production technology.
- Identified market applications in stationary power, transport, and carbon sequestration sectors.
- Conducted interviews with industry experts to understand customer needs in the hydrogen market.
- Project findings were well received by inventors and Cambridge Enterprise representatives.

University of Cambridge MoTI Consultancy ProjectCambridge, United Kingdom

Interserve DSR Project: Team MemberJan 2017 – March 2017

- Prepared strategic recommendations for entry into the UK Demand Side Response (DSR) market.
- Developed market overview which outlined flow of value, market size, and market segmentation.
- Conducted interviews with industry experts to develop competitor analysis of the market.
- Final recommendation to enter market through partnership was fully endorsed by the client.

BP (Integrated Supply and Trading)

Requirements include:

- Strong interest in building commercial skills
- Passion for environmental issues
- Strategic thinking & idea generation
- Technical rigour

ADDITIONAL RELEVANT EXPERIENCE

University of Toronto 12<sup>th</sup> Annual Hydrogen Design ContestToronto, Ontario

Project Manager & Economics/Marketing LeadJan 2016 – May 2016

- Facilitated weekly team meetings and was responsible for managing project deliverables.
- Developed a business case for alternative energy applications in a craft brewery.
- Conducted a full economic analysis supporting the team’s design which outlined market research findings, revenue forecasts, capital and operational costs, and potential financing options.
- Team won 1<sup>st</sup> place in the final competition for best technical design and business plan.

RBC Global Asset Management: Final Year Capstone ProjectToronto, Ontario

Team MemberSept 2015 – May 2016

- Jointly developed a financial portfolio optimization platform for RBC Global Asset Management.
- Conducted a literature review on existing optimization software languages used in industry.
- Led final platform testing and developed product demo for client presentation.
- Demonstrated the merits of the new software environment which were acknowledged by client.

University of Toronto Engineering Finance AssociationToronto, Canada

Vice President of Finance (2014/2015), Research (2015/2016)Jan 2013 – Jun 2016

- Recruited and mentored new members in basic financial concepts used for equity investing.
- Worked with sector group to research undervalued companies to present for weekly pitches.
- Optimized the club’s accounting methods and unfroze 50% (5,000 CAD) of the club’s capital.

BP Institute at the University of CambridgeCambridge, United Kingdom

Carbon Sequestration Summer Research StudentMay 2013 – Jul 2013

- Developed an image processing technique for analyzing liquid flow in porous rock.
- Led home department initiative in developing summer research program with supervisor.
- Received \$6,000 in funding awards from supervisor and home department to support project.

Knox College AssociationToronto, Canada

TreasurerSept 2013 – Jun 2014

- Identified and addressed inefficiencies which recovered \$1,000 of misallocated funds.
- Prepared the club’s budget plan in collaboration with Knox College’s accountant.
- Established an accounting framework resulting in a 25% decrease in operational costs.

Engineers Without BordersToronto, Canada

Vice President of FairTrade Portfolio (2013/2014)Sept 2011 – Jun 2014

- Organized campus FairTrade awareness and portfolio recruitment events.
- Prepared and judged a FairTrade case competition in collaboration with Social Spark.
- Reached out to local FairTrade businesses for sponsorships and support.

SKILLS & INTERESTS

Languages: English (native), Greek (intermediate proficiency), Mandarin (Donghua University: A1)

Programming Skills: C, Matlab, Python

Office Skills: PowerPoint, Excel, Word, Outlook

Interests: Entrepreneurship, Rowing, Wind Surfing

LinkedIn: [linkedin.com/in/andel-papadopoulos](https://www.linkedin.com/in/andel-papadopoulos)

Canadian result given and UK equivalent

Separates out “commercial experience” as this is a key requirement

Note use of interesting and appropriate active verbs

Consistent presentation makes scanning easy



No space is wasted in the lay-out of this one page CV

Nan H. Zhang

St Edmund's College, Cambridge, CB3 0BN

Education		
09/16-present	<b>ST EDMUND'S COLLEGE, UNIVERSITY OF CAMBRIDGE</b> MPhil Real Estate Finance Predicted result: Merit Papers include: Real estate development, urban economics, housing & regeneration	Cambridge, UK
09/13-06/16	<b>GONVILLE &amp; CAIUS COLLEGE, UNIVERSITY OF CAMBRIDGE</b> BA (Hons) Land Economy Final result: 2.1 Dissertation: An Evaluation of Development Zones in China	Cambridge, UK
09/11-06/13	<b>WELLINGTON SCHOOL</b> A-Levels Maths – A* Further Maths – A* Economics – A* Physics – A	Berkshire, UK

Work Experience		
09/16	<b>CHINA VANKE</b> <b>Summer Intern in Strategy and Investment Department</b> <ul style="list-style-type: none"><li>Helped update data and information for the monthly analysis reports of the real estate market within the country</li><li>Participated in the discussion of a property development project and prepared for the presentation to senior managers within the team</li></ul>	Shenzhen, China
07/16-08/16	<b>SHENZHEN STOCK EXCHANGE</b> <b>Summer Intern in Marketing Department</b> <ul style="list-style-type: none"><li>Conducted research to familiarize myself with relevant industries and sectors to build rapport with clients</li><li>Worked alongside senior managers and helped educate potential enterprises about capital markets and IPOs</li><li>Discussed with enterprises about their capital-raising needs and provided advice on specific problems during the process of IPOs</li></ul>	Shenzhen, China
07/15-08/15	<b>GUOSEN SECURITIES CO.</b> <b>Summer Intern in Customer Service Department</b> <ul style="list-style-type: none"><li>Overhauled the customer information database to retain most recent entries and make it easier to retrieve data</li><li>Dealt with challenging customers, sought to understand their complaints and directed them to the relevant department</li></ul>	Shenzhen, China
07/14	<b>THE SOUTHWESTERN COMPANY</b> <b>Independent Contractor</b> <ul style="list-style-type: none"><li>Daily 12-hour door-to-door promotion and sales of educational products to local American families</li><li>Attended a sales course and developed professional sales skills</li><li>Familiarizing myself with the company's wide range within a limited time period</li></ul>	Nashville, USA

Positions of Responsibility		
09/14-06/15	<b>AIESEC, OUTGOING EXCHANGE</b> <b>Vice President</b> <ul style="list-style-type: none"><li>Responsible for recruitment and gained 200+ new members on the society's mailing list at Freshers' Fair</li><li>Gave presentation of the Cultural Exchange Program to new members and trained new members in using the self-service on-line database system</li><li>Organized interviews to select successful candidates to take part in the cultural program</li><li>Collaborated with other AIESEC societies to host nation-wide conferences</li></ul>	Cambridge, UK

Additional Skills		
Languages	Native Mandarin speaker; fluent English speaker; native Cantonese speaker	
Computing	Working knowledge of Excel, Word and Powerpoint	
Interests	Chinese Cultural Dancing, Singing, Travelling, Photography	

Referees' details available on request

Bullet points start with active verbs and focus on relevant details

Does not waste valuable space giving details of referees – these will be requested later in the process

Peakside Capital Advisors:  
Internship – Real Estate Private Equity

Requirements include:

- Numerical and analytical ability
- Strong interest in the real estate private equity industry
- Prior related experience in real estate, investment banking, private equity preferred

MINA GRUNWALD

Pembroke College, CB2 1RF • +44 7922 043 238 • minagrun@gmail.com

EDUCATION		
	University of Cambridge (Pembroke College) Advanced Diploma in Economics	Sept 2016 - Present
	Imperial College London BEng in Materials Science and Management - First Class Honours Awarded Armourers and Brasiers' prize for best final year design study.	Sept 2013 - June 2016
	European School of Brussels 1 European Baccalaureate - 10 subjects taught in English and French, 87.6% average.	Sept 2007 - June 2013

EXPERIENCE		
	<b>Founder</b> <i>IRIS Haemodrone, London, United Kingdom</i> <ul style="list-style-type: none"><li>Founded a blood transportation start-up working in third world countries.</li><li>Formed partnerships with Doctors Without Borders and Hermes Aerospace Ltd.</li><li>Built a prototype and currently organising research trips to West Africa.</li></ul>	Sept 2015 - Present
	<b>Imperial College London Research Manager</b> <i>High Fliers Research Ltd., London, United Kingdom</i> <ul style="list-style-type: none"><li>Gathered data about Imperial College which was published in The Times.</li><li>Organised and ran 12 research sessions involving 60 students.</li><li>Recruited, interviewed and managed 18 people working as surveyors.</li></ul>	Sept 2015 - June 2016
	<b>Research Consultant</b> <i>Tectubes, Astorp, Sweden (Largest tube manufacturer in Northern Europe)</i> <ul style="list-style-type: none"><li>Developed a novel production technique for manufacturing food packaging, cutting costs and production time by 50%.</li><li>Presented the solution to high level managers and executives.</li></ul>	Nov 2015 - Mar 2016

VOLUNTARY WORK		
	<b>Business Consultant</b> <i>Mash Foundation</i> <ul style="list-style-type: none"><li>Worked with 5 local business groups to target areas for improvement.</li><li>Presented reports with tangible objectives to each group.</li></ul>	7-20 June 2016

UNIVERSITY POSITIONS		
	<b>Women's Hockey Team Captain</b> <i>Imperial College London Hockey Club</i> <ul style="list-style-type: none"><li>Arranged biweekly matches against other universities around England.</li><li>Organised and led a trip to Krakow, Poland.</li></ul>	Sept 2015 - June 2016
	<b>Second Year Academic Representative</b> <i>Imperial College London Materials Department</i> <ul style="list-style-type: none"><li>Aided in the installation and diffusion of a recording system for lectures.</li><li>Attended monthly meetings with staff to discuss student welfare.</li></ul>	Sept 2014 - July 2015

PERSONAL SKILLS		
	Technical Microsoft Office, MATLAB, SolidWorks, WordPress	
	Languages English (fluent), French (fluent), Polish (fluent), German (basic)	
	Interests Music (Guitar, Drums, Piano and Clarinet), Traveling, Reading	

Oliver Wyman: Entry Level Consultant

Requirements include:

- Initiative, intuition and creativity with a strong background in problem solving and analytics

Space not wasted on this one page CV

Immediate evidence of initiative

Doesn't assume that the reader will know who this employer is, so adds useful info