**First Name Last Name**

**DELETE THIS TEXT BOX AFTER EDITING:**

Pink text is to explain sections – ensure all your text is black and readable at the end!)

If you’re applying for a creative role – a bespoke CV design isn’t a necessity but can help you stand out.

Aim to keep your CV to a **max** of 2 pages.

Job Title

Mobile Number | [email@emailaddress.com](mailto:email@emailaddress.com)

Portfolio Link / Website

(If you don’t have one but have work to show –

create one!)

A [adjective + job title e.g., driven social media assistant] with X years’ experience. Collaborative and resourceful with a strong track record of contributions to busy teams within the creative industries [a line on what makes you unique – avoid general terms like ‘organised’ or ‘professional’]. A keen eye for detail with experience in: [a chance to show off your experience in various aspects of your sector, e.g., Influencer marketing, SEO, PR etc. Focus on your speciality and align it to the job you are applying for).

**KEY SKILLS**

List out any hard skills you have as well as proficiency level. Bullet points these for ease. If you are learning a skill, this is also worth including especially at the early stages of your career as it shows a proactive willingness to upskill.

E.g.

* Video editing (Proficient in Adobe Premiere Pro & After Effects)
* Campaign tracking (Highly skilled in Excel and proficient in Google Analytics)
* Design (Currently learning Adobe InDesign)

**WORK EXPERIENCE**

List your work experience from most, to least recent. If you just graduated or finished school, list this first.

Company Name

**Job Title | Feb. 21 – Present**

Bullet point your key responsibilities, considering:

* **Share tangible results & achievements (successful campaigns, sales increase, fanbase growth, industry first, awards etc.)**
* Use adjectives and descriptive sentences that communicate the scale, scope, and expertise of your role. What will set you apart from your peers?
* Keep this section punchy, relevant, and specific.
* Avoid industry acronyms and specialist terminology that may not translate out of your organisation/ industry, especially if you are looking at different sectors.

**INTERNSHIPS / PERSONAL PROJECTS**

**Company Name | Jan. 18 - Jan 19.**

A chance to talk about any internship placements you’ve completed. Be sure to list any tangible results you provided for the company, as well as any notable projects you worked on and skills you gained while doing so.

**Project Name | Jan. 18 - Jan 19.**

A chance to talk about any personal projects you have worked on – launching a brand, running a campaign for a friend’s venture, writing a blog, vlogging, etc.

**EDUCATION**

**2016-2019 | University**

Degree title

+ Any specific modules you completed that would be relevant to your role.

**2009-2016 | School**

A Levels - grades

**SKILLS & QUALIFICATIONS**

List out any courses you’ve completed that would be useful in your role.

(e.g., Google Analytics Academy, SEO Course, Adobe Suite etc.)