**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. passionate creative assistant] with X years’ experience. Collaborative and resourceful with a strong history 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., artist management for a music professional, eCommerce for a music marketing professional, etc.]

**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.

**Job Title | Feb. 20 – Feb. 21**

* More key responsibilities

**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 – e.g., campaigns for people in your network, music releases of your own, management ventures or any production work you may have done in your spare time.

**EDUCATION**

**2016-2019 | University**

Degree title

**2009-2016 | School**

A Levels - grades

**SKILLS & QUALIFICATIONS**

Microsoft Suite | Bespoke systems (E.g., Adobe Suite, CRM software, etc.) | Qualifications