

Here are some example CVs to demonstrate the different types and how you might tailor your CV to different sectors and jobs. Remember though, these aren't templates and there is no right way to write or layout a CV.

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## Example 1: Chronological, 1 page (final year student applying for Teach First)

### SARAH JENKINS

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Final year University of Bristol Religion and Theology student, with mentoring experience with university and secondary school students, now seeking a position on the Teach First graduate programme.

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#### EDUCATION

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**University of Bristol, BA Religion and Theology (predicted 1<sup>st</sup> class)** 2019 – 2022

- Established a weekly mentoring club for 1<sup>st</sup> and 2<sup>nd</sup> year students to improve skills in basic Hebrew
- Elected Course Rep, representing interests of fellow students at monthly Staff Student Liaison Committee

**Shrewsbury Sixth Form, A-levels: Religious Studies, Photography and English (AAA)** 2017 – 2019

- Active member of the Student Council; organised an exhibition, raising £750 for charity

**Belvidere School, 10 GCSEs: grades A\* to B, including English and Mathematics** 2012 – 2017

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#### WORK EXPERIENCE

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**Volunteer Mentor at Schools' Project, Bristol** 2019 – date

- Supporting secondary school students with low-attendance, offering advice and guidance on a range of academic and pastoral issues
- Running group sessions for up to 10 students, designing activities to engage them in school-life
- Liaising with teaching assistants and teachers to identify student needs, and reporting any concerns over welfare through the appropriate channel

**Publishing Intern at Yoda Education, Bristol** Summer 2020

- Developed educational material for inclusion in GCSE textbooks, helping future learners succeed in their qualifications
- Formatted documents to a high standard & matching house style, using advanced features of Microsoft Word
- Created a basic web page & set up PDFs using Adobe Acrobat
- Organised own workload to meet project requirements, remaining flexible to complete other tasks within the office, for example covering reception and collecting information for advertising

**Sales Assistant at Sneakers Shoe Company, Shrewsbury** 2017 – 2019

- Maintained shop displays according to seasonal trends, ensuring an eye-catching layout
  - Promoted shoe-care products, exceeding targets by 20% consistently over a 6-month period
  - Resolved customer complaints efficiently: offered discount and incentives to ensure customer satisfaction, referring to a supervisor where appropriate
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#### INTERESTS

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**Photography** – won 2<sup>nd</sup> prize at the 2020 Young Photographer's Festival with a piece entitled 'Black Hole'

**Rowing** – Social Secretary of the University of Bristol Boat Club, organising weekly events for 250 members and liaising with local companies for sponsorship, successfully winning £3000 for the club

**Crochet** – Create crochet toys for family and friends, and enjoy teaching crochet to children in my family

## Example 2: Chronological, 1 page (Economics & Finance MSc student seeking banking role)

# Jiang Chen

✉ Basement Flat, 10 Crown Road, Bristol, BS31 11RE

📧 jiang\_chen@pretendemail.com

☎ 01234 567890

## Education and qualifications

MSc Economics & Finance, University of Bristol Sept 20 - date

- Modules include International Finance, Investment Management, Derivatives & Banking
- Gained a solid grounding in corporate finance and economic tools
- Developed a methodical and accurate approach when conducting statistical analysis
- Dissertation explores the ethical implications of the financial crash on corporate finance

BA Economics, Beijing Jiaotong University Sept 17 - July 20

- Modules included Strategic Management, Econometrics and Business Law
- Gained an understanding of economic theory and debates surrounding economic performance
- Developed advanced skills in mathematics and statistics including SPSS software
- Dissertation explored the impact of environmental policy on economic growth

## Relevant work experience

Treasurer, Chinese Society, University of Bristol, Students' Union Oct 20 – date

- Experienced in managing the society's financial planning
- Implemented a new system for tracking the society's finances, using Excel
- Demonstrated excellent written communication skills when producing financial reports
- Explained complex information in a clear and precise manner when delivering presentations on finance
- Committed to ensuring all spending conformed to the Student Union regulations

Intern, Bank of Beijing June 20 – Aug 20

- Developed communication and people skills when dealing with customers' complaints, by listening carefully and taking their concerns seriously
- Demonstrated empathy to clients' needs and discretion when dealing with confidential information
- Gained up to date knowledge of financial services and products
- Demonstrated attention to detail when conducting administration tasks including maintaining records and sending letters to customers

## Additional experience

Student Ambassador, Bristol University Oct 20 – present

- Hosting multiple events at the university, involving liaising with multiple stakeholders and answering questions from potential students in a warm and friendly manner

Volunteer, African Impact, Zambia July 19 – Aug 19

## Further information

Languages: Fluent in Mandarin and English

## Interests

In my spare time I enjoy challenging myself; I recently travelled to Tanzania where I climbed Mount Kilimanjaro. I am an active member of the rowing society where I take part in weekly training activities and social events.

**Example 3: Chronological, 1 page (first year student looking for part-time work)**

# Alejandro Rueda

Email: alejandro.rueda@pretendemail.com Phone: 01234 567890

## Education

- BA French, University of Bristol** **2021 – date**
- St Bernard's School Sixth Form, Wiltshire** **2019 – 2021**
- A levels: Physics (A), French (A), Maths (B)
- St Bernard's School, Wiltshire** **2014 – 2019**
- 10 GCSEs including Maths (A), French (A) and English (B)

## Work experience

- Customer Assistant, Odeon Cinema, Swindon** **April 2017 to date**
- Meeting and greeting customers and making film suggestions
  - Ensuring cinemas are clean and tidy for the next viewing
  - Serving food, drinks and tickets in an efficient and polite manner
  - Upselling to customers, exceeding sales targets by 35%
  - Resolving customer complaints and escalating when necessary
- Sales Assistant, Apples & Pears Greengrocers, Swindon** **Feb 2016 to March 2018**
- Serving and assisting customers, on the shop floor and at tills
  - Communicating with customers in a welcoming manner
  - Ensuring displays were neat and eye-catching
  - Rotating stock, requiring attention to detail to ensure older products at the front of the display
  - Cleaning the shop at the end of day and independently locking up

## Other experience

- Social Secretary of University of Bristol Film Society** **Oct 2021-date**
- Arrange social events for the society, involving liaising with committee members and ensuring an interesting variety of events are available
  - Create a friendly atmosphere within the society by getting to know new members and informing them of upcoming plans for socials
- Captain of the Sixth Form Hockey Team** **Oct 2016 to March 2018**
- Led the hockey team throughout sixth form, taking part in weekly games as well as county competitions. Gained valuable public speaking experience by delivering end of term sports reports to the whole school.
  - Provided support in games lessons and extra-curricular clubs for younger pupils, increasing their inter-personal skills and acting as a role model.

**Example 4: Chronological, 2 pages (undergraduate veterinary nurse seeking graduate job)**

## **Pfungwa Benhura**

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prungwa.benhura@pretendemail.com

### Education

**University of Bristol, Veterinary Nursing and Bioveterinary Science 2017-2021**

- Registered Veterinary Nursing (RVN) qualification, RCVS
- Unique course combining anatomical science, physiology, infection & immunity and animal welfare with clinical placements and rotations
- Average 67%, 2:1 predicted
- Final Year Research Project on feline weight management and owner compliance

**Harldon Comprehensive School, Harldon 2009-2016**

- A Levels: Biology (A), Chemistry (A), Geography (B)
- 10 GCSEs including Mathematics (A) and English (B)

### Practical Experience

**Happy Vets, Newport, South Wales 42 week placement 2018-2019**

- Developed self-management and attention to detail in 5 vet 3 VN corporate practice
- Suggested & developed weight control clinic supporting over 35 patients in 6 week pilot
- Worked effectively under pressure to support surgical procedures including monitoring patients under anaesthesia
- Assisted with first line emergency treatment calmly and efficiently developing effective team communication skills

**Langford Veterinary Services, Bristol 21 week placement 2018**

- Included 3 week equine rotation in the Equine Centre and 3 weeks in the Small Animal Referral Hospital
- Skills developed in critical care & wound management
- Effectively monitored and assisted in the recovery of patients after surgical procedures

**Lightfoot Veterinary Practice, Sandwell 10 week summer placement 2017**

- Demonstrated proactive nature through ability to adapt working in rural mixed practice
- Maintained accurate and effective clinical records with appropriate attention to detail
- Collected samples for lab analysis in accordance to procedure
- Established Facebook and Twitter accounts to develop client relationships

**Harldon Veterinary Practice, Harldon 10 week summer placement** **2015**

- Enthusiastically contributed to small animal independent clinic
- Communicated effectively and confidently with colleagues and clients
- Prepared equipment and helped position animals for diagnostic procedures
- Maintained high levels of hygiene with accordance to health and safety
- Fed and monitored patients in accordance to their needs

## Other Experience

**Harldon Dogs Home, Harldon** **2012-present**

- Committed volunteer in shelter that cares for over 1,500 dogs a year
- Fundraised over £2000 though half marathons and street collections using professional and friendly persuasion
- Initiated children's summer workshops focused on canine welfare with 30+ 5-9 year olds participating annually

**Student Representative, VNBS course, University of Bristol** **2017**

- Elected year representative for peers
- Fed back suggestions for course improvement to termly student-staff liaison committee, demonstrating negotiating skills by convincing staff to implement changes, for example the earlier release of marks
- Developed listening skills through meetings with passionate groups of up to 20 students

**Harldon PLC, Harldon** **2015**

- Customer Service Adviser adapting to multiple roles in high pressure environment
- Handled clients with tact and patience to enable efficient support of busy office
- Trained replacement at the end of the summer to enable smooth handover

**Dog Walking, Dogs R Us, Harldon** **2013-2015**

- Collected dogs from owners' homes and took them for local walks
- Communicated with owners beforehand to arrange plans, and reported back following walk
- Built relationships with variety of dogs and their owners, by having a friendly open approach and being consistent and reliable at all times
- Achieved 'dog walker of the year' in 2013 as a result of numerous positive feedback from clients

## Interests

**Horse-riding** Cared for and ridden horses since the age of 6 and assisted with foaling

**Dogs** Have four pet dogs, who I have trained myself

## Skills

**IT** Confident user of Microsoft packages and CRM systems

**Driving** Full, clean licence and own car

## Example 5: Chronological, 2 pages (Childhood Studies student seeking graduate role)

# May Ai Zhang

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An enthusiastic Childhood Studies student with diverse experience of working with children and strong research and writing skills developed through extra-curricular activities. Now seeking a fulfilling graduate role working in child protection.

## Education

### **BSc (Hons) Childhood Studies, University of Bristol (predicted 2:1)      2019 – present**

- Units studied include: Education, Diversity and Schooling, Social Research Methods and Children and Young People in the Law.
- Dissertation about the changing role of the state in child protection cases – primary and desk-based research undertaken to investigate the dissertation hypothesis.
- Final year course rep for the BSc Childhood Studies course, elected by fellow students to represent their views to academics.

### **International Baccalaureate, Lijiang Int. School (41/45, 632 UCAS points)      2017 – 2019**

## Relevant volunteering and work experience

### **Youth Club Leader, Clifton, Bristol      Jun 2019 – present**

- Planned a schedule of activities, collaborating with 2 other club leaders to ensure activities are appropriate for age range of 8-12.
- Developed educational and fun activities for children to help them gain skills and develop confidence.
- Worked closely with children on activities to support and encourage their personal development.

### **Research Intern, Save the Children China      Jun – Aug 2019**

- Researched funds nationally and internationally and created a 60-page report outlining the results.
- Developed qualitative and quantitative research methods including use of interviews and SPSS.
- Actively sought additional tasks including updating documents and communicating with sponsors.

### **Student Ambassador, University of Bristol      Sept 2018 – Jun 2019**

- Used highly effective communication skills to provide guided tours of the University at open days and visit days for prospective students and their families.
- Supported school children in work-based activities organised by the Widening Participation Team to build confidence and encourage them to consider applying to a University.
- Responded to questions and directed visitors to other services in a friendly and helpful manner ensuring a positive impression of the University.

### **Teacher/Activity Leader, Lijiang Children's Centre      Sept 2016 – Jun 2018**

- Taught English and Maths to 70 primary school students at the Children's Centre.
- Created inspiring curriculum and devised fun activities to reinforce learning.
- Served food for the children on the weekends, and led recreational activities after dinner.

## Other experience

### **Epigram (Bristol Students' Union Newspaper), Freelance writer** **2018 – present**

- Developed effective research skills into a wide range of subject matter, including interviews.
- Clearly presented complex ideas in articles of up to 500 words monthly.
- Worked independently on articles to contribute to the wider team goal of the newspaper.

### **Debate Society at Lijiang International School, Vice President** **Sept 2017 – Apr 2018**

- Led the Debate Society to win the Society of the Year at Lijiang International School.
- Introduced points-system within the society that allows members to engage better with each other and the activities, which led the society to win several awards for debate competitions.

### **Lijiang International School, Assistant** **Sep 2016 – June 2017**

- Managed incoming student's data and dealt directly with students' parents.
- Worked on several projects, such as planning the Teacher's Award and Welcome Fair.

## Key skills

### **Communication**

- Strong verbal communication skills developed through interaction with a variety of people from different age groups and backgrounds as a Student Ambassador, including delivering presentations for audiences of up to 50 people.
- Excellent written communication skills developed through writing for student newspaper.

### **Problem-solving**

- Calm, efficient and logical approach to problem-solving developed through problem-based learning at University, both individually and in group projects.
- Adept at thinking on my feet when faced with frequent problems as an Activity Leader, including dealing with friendship disputes and managing activities with limited resources and funds.

### **Team working**

- Communicated effectively with the University orchestra as a member of the cello section, as well as showing dedication by attending regular practice sessions and concerts throughout the season.

### **Organisational**

- Plan activities for the Youth Club members within strict budgetary requirements, delivering events for less than £2 per child, and ensuring sufficient staff members for safety.

## Interests

- Charity work – Raised £1,560 for Winston's Wish charity by undertaking a sponsored 'bake-off' at Halls of Residence in 2016.
- Languages – English and Mandarin (fluent), German and Cantonese (working knowledge).
- Music – have played cello throughout school years and at university in the orchestra.
- Food and drink – organise regular dinner nights with a group of friends.



## Example 6: Skills-based, 1 page (undergraduate seeking year in industry placement)

### Muna Ishaq

**Home:** 25 Stifton Lane, St Austell, PL67 6GH  
**Tel:** 01234 567890

**Term-time:** 321 Cotham Road, Bristol, City of Bristol BS6 1AA  
**Email:** mi12345@my.bristol.ac.uk

Second-year Chemistry student at the University of Bristol, passionate about the links between complex chemistry and everyday applications. Looking for an industrial placement in the area of computational chemistry.

#### EDUCATION

- University of Bristol** **2020 – date**
- MSci in Chemistry with Industrial Experience (working at a 2:1)
  - Key marks: Introductory Chemistry (70%), Chemistry for Physical Scientists (67%), Maths for Chemistry (62%)
- Cornwall College (St Austell Campus)** **2018 – 2020**
- 3 A Levels: Mathematics (A), Chemistry (A), Physics (B) and 1 AS Level: Computer Science (A)
- Poltair Secondary School** **2013 – 2018**
- 11 GCSEs A\*-B, including English and Mathematics

#### RELEVANT SCIENTIFIC EXPERIENCE

- Practical work in the laboratory has developed my skills in synthetic and spectroscopic techniques. Project work in these techniques has strengthened my organisation skills and independent learning.
- Using COSHH forms has given me awareness of the health and safety regulations required when using certain chemicals. I appreciate the need for tidiness in a laboratory environment and to follow protocols.
- Writing formal reports on chemistry experiments has enhanced my analytical and writing abilities.
- Using Gaussian software has broadened my IT skills, as I explored the structure, reactivity and spectroscopy of many molecules; this could extend to small-molecule pharmacologically-active protein ligands.
- Participating in group seminars and answering 1:1 questions has developed my ability to think creatively and formulate answers to complex problems quickly without prior preparation.

#### WORK EXPERIENCE

- Life Guard, Polkyth Leisure Centre** **Jan 2016 – Sept 2017**
- Achieved a full qualification as a lifeguard which consisted of intense practical and theoretical training and required good time management skills alongside my A-Levels.
  - Regularly liaised with members of the public to communicate safety protocols. Developed excellent verbal communication, assertiveness and initiative which I used to facilitate a safer, more enjoyable environment.
  - Learnt how to take responsibility for and manage high pressure situations in a calm and polite manner.
  - Participated as a reliable member of a team of 12 staff, supporting colleagues by covering shifts, ensuring I was punctual and hardworking and developing close friendships with some staff members.

#### ACHIEVEMENTS AND RESPONSIBILITIES

- Treasurer of Chemistry Society** **Oct 2017 – date**
- Responsible for handling accounts, sponsorship and membership fees of society with 110 members.
  - Inherited a society that was £250 in debt and successfully increased sponsorship fees from Teach First and KPMG to bring the society to a profit of £400.
  - Developed negotiation and business awareness skills by researching and contacting companies.
- Cornwall College Award for best the Computer Science project** **2016**
- Built on my basic knowledge of coding and taught myself PHP.
  - Used this to create a computer science project involving fractals which won the 'Best Computer Science project' out of 54 students.



## **Leadership**

- Assisted in leading meetings of a Bristol scout group of 25 young people, taking the lead on outdoor skills training as well as three 10 mile hikes. Responsible for the overall safety of the group when in a leadership role.
- Led the University of Bristol Robotics Society, setting objectives for the year and delegating responsibility to other members of the committee.

## **IT Skills**

- Familiar with engineering specific packages including Matlab, AutoDesk Inventor, Adobe Illustrator.
- Experienced in using HTML, CSS, C++ and C#.

## **Relevant Employment & Work Experience**

### **Internship, Bristol Robotics Laboratory**

**Summer 2020**

- Collaborated with four other team members on a research project for robot vision.
- Analysed the results of testing to make improvements to the image recognition.
- Gained experience of a professional engineering environment and developed key skills.

## **Other Employment & Work Experience**

### **Bar staff, The Red Lion**

**2019-Present**

- Front-of-house role involving serving drinks, taking food orders and handling money.
- Cleaning duties to ensure that the pub met a high standard of health and safety.

### **Scout Troop Assistant**

**2017-Present**

- Assist the Troop Leader in weekly meetings, helping the Scouts achieve badges and awards.
- Responsible for teaching outdoor camping skills, preparing and delivering the activities.

## **Responsibilities**

### **President, University of Bristol Robotics Society**

**2019-Present**

- Chaired society meetings, project-managed society entries to robotics competitions, oversaw the executive committee, applied for corporate sponsorship.

## **Interests and Achievements**

Robot Wars – Part of a 4-person team for the 6<sup>th</sup> University of Bristol Robot Wars competition with the robot 'Rampage' which we designed and built ourselves, finished in 3<sup>rd</sup> place out of 15.

Running – An avid runner, having taken part in the Bristol Half Marathon 2018 as well as the Tough Mudder 2019, now pushing myself further to take part in the Bristol and Bath Marathon in 2021.

Camping- Camp regularly by myself and with friends and have designed my own camping stove which functions at -10 degrees Celsius. This involved developing my knowledge of fuel efficiency and thermal conductivity.

## Example 8: Mixed Chronological & Skills, 2 pages (final year English student seeking publishing role)

### Kath Garcia

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07987 654 321 | kath.garcia@pretendemail.com

Creative and detail-oriented final year BA English student with experience of editorial responsibilities as well as writing for a variety of audiences, seeking an opportunity to apply and develop these skills within a major publishing house.

### Education

#### BA English – University of Bristol – predicted 1st 2020 – Present

- Relevant Modules: Theory and Practice of Literary Editing (72), Writing the Working Classes (65), Creative Writing (78)
- Dissertation title, 'Broadsheets and Tabloids: the role of newspapers in UK class segregation.'

#### Stannington Comprehensive, Stannington 2013 – 2020

- A levels – English A\*, French A, Psychology A
- GCSEs – 11 A\*-A including English and Mathematics

### Relevant Employment & Work Experience

#### Arts Section Editor, Epigram 2020 – Present

- Responsibility for the arts section of the fortnightly student newspaper *Epigram*, circulation of 20,000 across its multimedia platforms.
- Manager of a deputy editor and online editor for the arts section.
- Commissioned and edited articles, and regularly met with writers to discuss the direction for each edition.
- Designed the section using InDesign software.

#### Translator, Fabric Express Summer 2020

- Translated text English-to-French and English-to-Spanish for a small fabrics company seeking to expand their distribution into Europe.
- Adapted company sales material, ensuring that it retained the meaning of the original text while also reading in an appealing manner.
- Corresponded with overseas companies via telephone in French and Spanish.

### Other Employment & Work Experience

#### Sales Assistant, Mountain Warehouse 2020 – Present

- Provided a high-standard of customer service to an average of 500 customers per day.
- Collaborated as part of a sales team, strong communication skills were required to prevent any confusion during shift changeover on a busy day.
- Handled money in a sales position on the tills, as well as being trusted to order new stock.
- Asked to return to work during university academic holidays.

# Positions of Responsibility

## Course Representative for BA English

2021 – Present

- Elected course representative by classmates for 2 years.
- Attending regular meetings with academic staff to relay concerns and feedback from students.
- A key achievement was negotiating with academic staff to reduce the waiting period for essay feedback from 1 month to 3 weeks.

## Key Skills

### Attention to detail

- Well-developed skills of accuracy and attention to detail. Essential in role as Epigram Editor to ensure that published issues were of high quality and contained no spelling, grammatical or factual errors. Required as a Sales Assistant when handling money, as well as being a Translator to ensure that translations accurately represented the original text.

### Editing

- 18 months experience in writing, editing and proofreading text to ensure that publications were of a high quality and that articles were consistent with the Epigram style. Edited text in other languages to ensure that it was fit for purpose as sales material, my translation abilities were highly trusted as no other staff members were bi-lingual.

### Communication

- Very experienced in written and oral communication in English, French and Spanish. Delivered monthly individual and termly group presentations through my course for which I achieved high marks, averaging a first. Represented Fabric Express in international client calls, securing a £20,000 deal with a Spanish clothes manufacturer.

### IT Skills

- Proficient in Microsoft Office, notably Word and Publisher. Experience in using InDesign to create a high-quality student newspaper. Designed presentations using Prezi when delivering talks as part of my studies.

### Languages

- Fluent in written and spoken English, French and Spanish, conversational level in Italian and basic level in German.

## Interests and Achievements

- **Mountaineering:** In 2016 I raised £500 for the British Heart Foundation by completing the 'Three Peaks Challenge' which involved climbing the three highest mountains in England, Scotland and Wales in 24 hours.
- **Bristol PLUS 2020:** Participated in an extra-curricular award scheme to develop my skills in employability. Awarded to 1005 students

## Example 9: Academic (for MSc translation), chronological

### NICHOLAS HERBERT

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Bristol  
BS71 6BB

#### CONTACT DETAILS:

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Mobile: 07123 456789  
Landline: 0117 123 123

#### BA in Modern Languages, Linguistics and Literature

Oct 2017 – June 2020

Department of Modern Languages, Zhejiang University, China

Grade: Equivalent to 2:1 (72%)

- Main subjects covered: linguistics, English language and literature, German literature, Chinese literature, Spanish language, philosophy, history, anthropology, history of art, writing workshops.
- Dissertation title: "Putting translation theory into practice: the role of workshops when teaching Chinese to native English speakers"
- Dean's Honour List; High Honours Award

#### Paignton Community College

Sept 2014 – Jul 2016

A Levels: English Literature (A), Chinese (A), French (B)

Best Essay Prize (2009)

#### Relevant experience

#### Freelance proof-reading administration, KateProof

May 2017 – May 2018

- Support with proof-reading including conducting initial checks on documents and formatting support
- Paying close attention to detail, considering how language is used to accurately convey meaning

#### Volunteer Teaching Assistant, Beijing International School

Sept 2016 – Jun 2017

- Helping students during English classes, practising conversation and presentation skills
- Building relationships with students and supporting them to feel more confident with their English
- Communicating with students in Mandarin and translating between Mandarin and English frequently during the class

#### Other professional qualifications

Member of the Translation Association of the Society of Authors

Feb 2019 onwards

Member of the Chartered Institute of Linguists

Sept 2018 onwards

#### Additional work experience

#### Café Assistant, Bufftingarama

Jan 2015- May 2016

- Serving food and drinks to up to 50 customers a day
- Stayed calm under pressure and communicated with customers in a friendly and helpful manner

#### Language Skills

**English** Native speaker; excellent written and oral skills

**Chinese** Very high level of proficiency. Excellent written and oral skills

**French** Upper-intermediate level (A-level, 2007-2009)