

CV Workshop

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MDXworks aims to support students to ensure they can confidently step into the next chapter of their career journey. We ensure our students are able to articulate and evidence their true value and worth to future employers.

CV Template

Contact Details

Your name, Contact number, Email (professional), Address - for your own security I recommend just giving your location (e.g. London NW4) rather than your full address or road name and area with first part of your post code

Personal Profile

Include an explanation about who you are, your main achievements, what skills, qualities and experience you will bring, your career aim (5-6 lines).

Key Skills

Mention a few skills relevant to the role/ industry and transferable skills – giving examples of where each was put into practice. Referring to the Job description/criteria/requirements will help you to tailor this section

Education

Start off with most recent level of studies/qualification first and work your way backwards. Perhaps Include any course modules which are relevant to your job goal.

CV Template

Work Experience (including volunteering)

Job title, Company, Start and End Date (Month/Year), few bullet points focusing on duties and achievements which are relevant to your job goal – meaningful responsibilities

Key Projects (extra section to give a boost to your CV)

Include any relevant projects/ dissertation/ assignments – include project name, dates (year), 2-3 bullet points explaining what you did and the outcome – can include links to your e-portfolios / websites etc.

Additional Information / Interests (to give your CV extra personality)

It's not essential, but if you have interests relevant to the job you are applying for, you may want to mention them, additional languages spoken, extra-curricular activities, certificates/achievements/awards (relevant or non-relevant).

References available on request – Include this line to close your CV

Personal Profile

TIP: Write your Personal Profile last.

Writing your Key Skills and Work Experience will give you inspiration to help you with your Personal Profile.



Where to Start

Research

- Look at job descriptions for roles that interest you
- Identify the required skills & experience
- Tailor you CV accordingly*

*but only if you have the relevant skills & experience!



TIP from MDXWorks:

Read the job description carefully. If they want a candidate with a good eye for detail who can work under pressure, then why tell them you're a creative person who loves learning new things?

Where to Research

Further Information

- <https://www.rsb.org.uk/careers-and-cpd/careers/career-resources>
- <https://www.prospects.ac.uk/careers-advice/what-can-i-do-with-my-degree/biology>

Relevant work experience

- www.mdxworks.com – Visit our website for job's portal where we advertise relevant opportunities for our students
- www.iied.org/internships - International Development for Environment and Development.
- www.wildlifetrusts.org - voluntary opportunities and links to local trusts.
- www.mcsuk.org - Marine Conservation Society - voluntary projects.
- www.environmentjob.co.uk/jobs - Environmental jobs opportunities and volunteering
- www.cat.org.uk - Centre for Alternative Technology - jobs and volunteering opportunities.

Thank you for listening

Emma Adeleye / Faculty Employability Adviser

