



Example CV 8: A good one page CV

This CV is for a trainee role in management consulting where recruiters generally prefer a one-page document. As you can see, the principles remain the same but only the most salient points are included.

The advert asks for excellent grades, so why not include them?

Jane Kebbie

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Personal Profile: Confident finance graduate with substantial business experience, commerce, language and networking skills.

Education

2021 - 2024

London Business University

BSc International Finance and Management, 2.1

- International Finance: 65%
- Regulation: 65%
- Industrial organisation: 74%
- Derivatives: 65%
- Analytics: 59%
- Strategic Supply: 71%

2015 - 2021

Dander High School, Finchley, London

A Levels: Maths A, Economics A, Spanish B
7 GCSEs including English, Maths, French & Spanish

Business Experience

Summer '23

BBB, London, Investment intern

Modelled future returns on complicated investments and supported analysts in mergers and acquisitions.

Summer '22

PWD, London, Accounts Assistant

Analysed financial records as part of official audit reports.

Summer '21

Paul Travis Estate Agent, London, Bookkeeping

Recorded financial transactions reporting to the firm's management accountant.

2020 - 2023

Various temporary posts including voluntary support for autistic children at Dream UK.

Interests

- President of University Wine Society
- Windsurfing for the British Junior National team

Key Skills

Commercial/Business acumen: Contributed to a 12% cut in costs at Paul Travis by standardising financial procedures across the 15 offices.

Communication/Building relationships: Built a consensus for change at BBB by proactively building networks and addressing concerns.

Teamwork/Leadership: Achieved ambitious audit schedule at PWD by distributing tasks, encouraging colleagues and rolling up my sleeves.

Creativity: Developed innovative fund raising activities as President of University Wine Society including a 'School Disco' in association with BBB.

Languages: French and Spanish.

Referees

Academic: Dr Clever, Tutor, London Business University, London WC1 2YE, 020 7654 2856, clever@lonbus.ac.uk.

Professional: Mr S. Rich, Manager, International investment, Big Bold Bank, London, EC1 2TU, 020 77839, s.rich@bigbold.co.uk.

Job Description

Strategy Consulting Graduate Programme

Are you looking for a role where you can advise businesses on issues such as market entry, competition, organisation and merger & acquisition strategy? If so, then this is the role for you.

You will have excellent grades, business experience and the following skills:

- Persuasive and energetic communication
- Innovation and creativity
- Teamwork and leadership
- The ability to quickly build strong relationships
- Confidence
- Commercial know-how
- Business acumen

Don't be tempted to leave these out as they add colour

Optional section - You may want to outline your skills in the experience /interests sections

Provide all the details for your referees however little space you have