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| --- | --- | --- |
| **First name / Last name**  Pronouns (e.g. He/Him/His) | Links to website / portfolio  Links to social media  Your email | Address Line 1  Address Line 2  Postcode |

**About Me**

This should be a few sentences that offer an overview of who you are, what you do, and the types of projects or clients you’ve worked with. Every CV you send should be catered specifically to the job you’re applying for. Capture what it is that makes you a great candidate for the role.

**Education**

*Always lead with your most recent qualification. For example:*

**MA (Hons) Subject, University**

(Dates you studied on the course, e.g. 2017–2018)

**BA (Hons) Subject, University**

(Dates you studied on the course, e.g. 2017–2018)

*It’s up to you how much education information you include, and this can also extend to other relevant qualifications including training, workshops, or short courses.*

**Experience**

*Here, you should list your work experience, including internships, with the most recent first. Don’t feel tempted to list every job you’ve ever had – pick and choose the most relevant examples, depending on the job requirements.*

**Job Title, Brand, Studio, or Company, (Duration e.g. 2019–2020)**

* Use bullet points to separate keep points and keep things concise
* A few lines about your role and responsibilities during this time, and the main skills you used.
* Highlight some of your achievements made during the role. E.g. Did you improve on a system or process? Or increase their social media reach?

**Job Title, Brand, Studio, or Company, (Duration e.g. 2018–2029)**

* A few lines about your role and responsibilities during this time, and the main skills you used.
* Highlight some of your achievements made during the role. E.g. Did you improve on a system or process? Or increase their social media reach?

**Additional Skills & Experience**

*If you’ve not studied at university level, you can list any additional experiences as you would any other job, and talk about any relevant skills you used, along with any achievements. This could include things volunteering, or side projects.*

**Role, Project Name, or Brand, Studio, or Company, (e.g. 2018–2019)**

* A few lines about your role and responsibilities during this time, and the main skills you used.
* Highlight some of your achievements made during the role. E.g. Did you improve on a system or process? Or increase their social media reach?

**Exhibitions, Publications/Press & Awards**

*If you’ve exhibited work, been published, or received any press or awards, be sure to list these, too.*

* Name of exhibition, Location of exhibition (Year exhibited)
* Name of publication, Name of publisher (Year published)
* Name of Award, Name of Award Body (Year awarded)

**˟** **References available on request**

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