

Graduate – Entry Level CV

Name

Mobile Number

Location

Profile

4-8 lines including:

- * Graduate
- * Any relevant degree eg Economics, Finance, Business, History etc
- * whether you have self funded any RO exams
- * what you are now looking for

Example:-

I am a University of Brighton Graduate with a first-class degree in BSc Business and Finance who is looking to embark on a career in financial services. I am currently studying for the RO1 exam which I have self funded.

Education

Degree or equivalent – University – Subject - Grade

A'levels or equivalent – Subjects and Grade

GCSES or equivalent – No need to split these up eg 10 x GCSE's – Grades A*-C's

Travelling – Add in any gaps where you were travelling within the relevant chronological order.

Relevant Internships or placement years

List anything here which will show that you have really thought about a career in financial services and have undertaken any relevant experience (whether paid or unpaid). Examples include:-

- Quilter Virtual - Work Experience Programme
- Unpaid internships during school / university within a Wealth planning company even if for a week or two
- Any placement year where your experience was relevant

Work experience whilst studying

- List jobs with most recent first eg:-

The King George

September 2019 – June 2020

Waiter

- Provided the highest quality customer service to the hotel guests, working intuitively to cater to all their needs.
- Exercised versatility and willingness to adapt to fulfil any specific role in the restaurant to the highest level.
- Streamlined communication between the waiting team and Head Chef by listening to all requests and relaying them in order of importance.

Waitrose & Partners

June 2019 – September 2019

Customer Assistant

- I worked part-time at Waitrose in the summer after my second year at University. This position allowed me to improve my ability to communicate effectively and politely with clients. I also advanced my teamwork skills, successfully meeting all my deadlines whilst maintaining the high level of customer service that was expected of me in this role.

Pizza Hut

July 2017 – May 2019

Delivery Driver

- Duties of the role included packaging and delivering customer orders on time and ensuring customer satisfaction throughout.

Interests / Skills

References upon request