MBA CV Template

Forename **SURNAME**

E-mail: professional email address Tel: UK landline or mobile

**Profile**

One or two sentences summarising you: current position, no. of years experience, key skills, what you seek to do next.

**Education and Qualifications**

2000-2003 University/Universities Degree Subject

Location; City and Country Grade

**Career History**

**Sep-11 – Aug-15 Official Company Name**  City, Country

*Job Title*

* Please use 3-4 bullets maximum to describe your job function & responsibilities
* Concentrate on your achievements, and what you have distinctly contributed to in each role, using quantitative examples where possible
* Examples that may assist you – “Advised client’s Digital Media division on £3M international expansion, coordinating a team of 8 analysts during initial research phase”
* “Structured and negotiated equipment deal financing including credit purchases, rentals, and 31 lease contracts worth $745k”

**Jun-09 – Sep-11 Official Company Name** City, Country

*Job title*

* Make sure your work experience comes to life, consider what someone reading your CV would be most interested in
* Avoid any negativity or short comings on your CV that may raise the wrong questions
* Try to avoid having your CV read like a job description

**Mar-08 – Jun-09 Official Company Name**  City, Country

Job title

* Try to ensure your CV is easy to scan, start bullet points with relevant action verbs
* Include significant relevant voluntary experience in your work experience if applicable
* Try to avoid industry jargon that may not be understood

**Aug-07 – Mar-08 Official Company Name**  City, Country

Job title

* Use past tense for roles you have completed
* Set dates using the abbreviated month and two digits for the year, include months and years
* Make sure your CV is an accurate reflection of you and what you want to highlight about your experience
* Stick to facts you can easily discuss. Avoid subjective comments

**Additional Information**

Interests: Concentrate on activities you participate in and are willing to talk about. highlight achievements in those activities. Eg. rather than just listing ‘running’ say ‘running – participated in several marathons, Treasurer of the local Runners Club’

Achievements: List academic or other achievements here, for example

First Class Honours for Dissertation/ Degree Project

Study abroad scholarship (selected 3 out of 600 students)

Nationality: Your nationality, dual nationality, and any additional work authorization if applicable

Languages: Languages other than English and ability level eg. German (fluent)

IELTS / TOEFL scores (if applicable)