



EXAMPLE TWO PAGE SKILLS BASED CV WITH PROFILE
Use this sample CV as a guide to help you structure and write your own.

Chris Davis

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Profile

Currently studying for an MSc in Applied International Development at the University of Reading. Broad range of experience directly and indirectly related to the development sector. Looking for an organisation with an opportunity to make an impact and eventually to become a development professional.

Skills

Research: undergraduate and Master's level research covered a range of development related areas, including a 10,000 word dissertation. For War on Want (WoW), I assisted researchers investigating the role of construction companies in the Middle East.

Data Analysis: as part of my undergraduate degree I became adept at handling, interpreting and analysing large amounts of data. I frequently use Microsoft Excel to produce spreadsheets and I have used a wide variety of statistical tests.

Teamwork: several modules of my courses were assessed on team co-operation as much as technical competence. Worked in a team at Foster's Oval and in an international environment at the Chatteris School. My natural role in a team is as a mediator: preventing confrontations and maintaining team harmony. This was especially useful in the Duke of Edinburgh Award Bronze and Silver expeditions.

Organisation: the Book Aid conference brought together 26 delegates from nine countries for a two day event. I was part of the organising team. My role as treasurer for the Africa Society requires considerable organisation. I also gained a place on the Sports Board which takes decisions about allocating funds and used this position to lobby for increased funds for the squash club.

Communication: throughout my degree and year out I have developed excellent communication skills, often where English wasn't the common language spoken. As a War on Want Intern, I worked across several departments and quickly established good working relationships. The internship culminated in a report and PowerPoint presentation to War on Want staff.

Education

2016–2017 MSc Applied International Development, University of Reading

- Course covered the theory, policy and practice of development. Interdisciplinary, but module selection provided an emphasis on poverty and inequality.
- Completed 10,000 word dissertation on the political representation of nomadic peoples.
- Practical sessions included topics such as project planning and development.

2012-2015 BSc Computing (2.1), Royal Holloway, University of London

- Provided a broad foundation in IT.
- Used the application of technology to provide practical solutions, such as handling large volumes of information and communicating reliably over large distances.
- Developed research skills, statistical analysis techniques and worked to deadlines when writing my dissertation.

2010-2012 A Levels, High Winshall College, Rye

- Biology (B), Chemistry (C), Geography (C) and General Studies (D).

Employment

Summer 2016 Admin Intern, War on Want, London

- Responsible for maintaining a supporter database.
- Helped on information stands at two festivals.
- Provided research support for an international campaign about UK construction companies and Palestine.

Oct 2016 Event Support, Book Aid International, London

- Provided administration support for an international conference at SOAS.
- Issued joining instructions, negotiated hotel room rates, arranged technical support.
- Delegates included qualified and trainee librarians from Africa.

Jan-May 2016 English Teacher, Cape Collinson Correctional Institute, Brunei.

July-Dec 2015 English Teacher, Chatteris Educational Foundation, Brunei.

- Worked in secondary school and prison during this period in Brunei.
- Planned and delivered lessons and revision sessions.
- Prepared and marked exams.
- Role required assertiveness, discipline, sense of humour and adaptability.

Aug-Dec 2014 Bar Staff, Foster's Oval, Lambeth

- Worked in bar over busy Christmas period and during test match.
- Very busy job, small team made it fun.

Positions of responsibility and interests

2016-2017 Treasurer, SOAS Africa Society

- Prepared accounts for a professional, external audit. Dealt with budget of £5,000.

Development: Active campaigner on development issues, most recently for WDM and Amnesty.

Sport: Keen sportsman, enjoying mountain biking, squash and soccer as well as rugby.

Travel: Enjoy travelling and try to go somewhere new each year.

Referees

Mr V Richardson (Supervisor)
War on Want
richardsonv@wow.org.uk

Dr June Haye (Tutor)
University of Reading
jh4008@reading.ac.uk