



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

Louisa Smith

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Profile

A conservation graduate with teaching experience. Developed excellent communication skills through delivering regular ecological information sessions to a variety of age groups at two local wildlife organisations. Passionate about following a career in wildlife and conservation education.

Education

10/14 – 07/17 University of Reading

BSc Hons Ecology and Wildlife Conservation (2.1)

- Developed in depth ecological and conservation skills through key degree modules: Ecology and environmental management, Practical field ecology, Countryside and the environment, Rural environmental sustainability
- Completed an 8,000 word research project entitled '*Field tests of a novel method for surveying hedgehogs (Erinaceus europaeus) in rural landscapes*', this involved using "footprint tunnels" in conjunction with live trapping

09/07 – 07/14 Wokingham School, Berkshire

A levels: Biology (B), Chemistry (B), Music (C)

GCSEs: 2 A*s, 5 As, 3 Bs (including English, Maths and Biology)

GNVQ: Intermediate Information Technology: Pass

Relevant Ecology and Conservation Experience

09/16 – date Friends of Clayfield Copse Volunteer

- Provided talks on the preservation of living fungi for volunteers working on Clayfield Copse
- Led training sessions and assisted new volunteers on coppicing techniques
- Contributed to weekly species and footpath monitoring, including bird and bat box maintenance
- Designed web materials for use by local schools undertaking nature walks in Berkshire, received great feedback from teaching staff

07/15 – 09/15 Berkshire Wildlife Trust Volunteer

- Assisted in management of grazing project. Handled livestock and created a future plan of grazed areas, presented this to relevant staff and volunteers
- Maintained footpaths and monitored tree species, devised a software programme to collate the information and share between volunteers to reduce duplication of effort

- Ran a nature workshop for pre-school children; created a tree and leaf recognition game to help them interact with nature

Further Employment Experience

03/16 – date **Shop Assistant, Brown’s, Caversham Rd, Reading**

- Offered advice and information to customers about products. Dealt with customer concerns and complaints with care and diplomacy, referring as necessary
- Completed CIEH Food Safety Qualification
- Assisted in training new shop assistants in the team, set up an induction programme that is still used for new staff

07/15 – 09/15 **Volunteer at an African Fatima Mission, Zimbabwe**

- Assisted priest with daily lessons at Dungu Primary School
- Devised play sessions to teach English as a Foreign Language to small groups. Created exercises to teach letter sounds and word recognition

07/14 – 09/14 **Oxford Radcliffe Foundation Trust Hospital, Clinical Support**

- Bank Clinical Support Worker, supported a range of departments in the hospital
- Assisted nurses and other members of staff with caring for patients and ensuring the smooth running of the ward
- Supported patients and developed strong communication/counselling techniques to explain arrangements for treatment and hospital processes

Additional Skills

IT Skills: competent user of Microsoft Office Tool Suite, excellent Excel skills.

Activities and Interests

Sport: Captain of University ski team, competed at national level and organised inter-university competitions and social events

Languages: Enjoy learning foreign languages and have taken both French and Italian as optional modules alongside academic studies

Music & drama: Keen musician. Play cello and actively involved with music groups including choirs and orchestras. Member of local drama society and recently starred as ‘Annie’ in the Christmas production

Referees

Dr Jim Jones

Tutor

School of Biological Sciences
University of Reading
PO Box 217
Reading, RG6 6AH
Email: j.d.s.jones@reading.ac.uk

Miss Vicky Sale

Supervisor

Berkshire Wildlife Trust
The Lodge
Armstrong Road
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