

Your Name

LinkedIn Profile: <https://www.linkedin.com/in/usp-sheffield-graduate-network/>

Term Address: Department for Urban Studies and Planning, University of Sheffield, Western Bank, Sheffield, S10 2TN.

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Personal Profile

Who you are, what you're looking for and where your specific areas of interest are with your discipline

Education

MPlan Urban Studies and Planning
(RTPI and RICS accredited degree)

2022 - Present

University of Sheffield, Department of Urban Studies and Planning

Relevant modules:

Dissertation title:

Silverhill School, Manchester

2015 - 2022

A Levels: Geography A, Chemistry C, English Literature B, Spanish (AS Level) B

GCSEs: 10 GCSEs at grades A* to C including Maths and English

Work Experience

- *Most recent first*
- *List the tasks and duties that you did whilst here. You would use this section for your relevant work experience*
- *Aim to use strong 'action' words such as organised, led, created, developed etc.*
- *Use concise phrases rather than long sentences and long paragraphs. Consider using bullet points to help break up the text and make it easy to read.*
- *Try and think of any 'achievements' in your work. Examples would be where you helped the organisation complete a piece of work, contributed in a way that helped it carry out its main business activities, helped it improve in some way.*

Additional Work Experience

- *Most recent first*
- *List the tasks and duties that you did whilst here. You would use this section for your relevant work experience*
- *Aim to use strong 'action' words such as organised, led, created, developed etc.*
- *Use concise phrases rather than long sentences and long paragraphs. Consider using bullet points to help break up the text and make it easy to read.*
- *Try and think of any 'achievements' in your work. Examples would be where you helped the organisation complete a piece of work, contributed in a way that helped it carry out its main business activities, helped it improve in some way.*

Activities and Achievements

- *Try and think of any 'achievements' in your work. Examples would be where you helped the organisation complete a piece of work, contributed in a way that helped it carry out its main business activities, helped it improve in some way, received an award etc.*
- *If you have no work experience then think of another achievement e.g. any sporting achievements you have or if you are an academic rep for the department? List what your role included here.*

- *Think, is it relevant?*

Skills

Skills sections are optional because often the key skills can be included within other sections, especially work and education.

- *Skills sections work well if you don't have any direct experience or if including all your skills under work experience would make that section too long.*
- *In this section, ensure that you look at the Job Description and Person Specification to see what the skills the employer is looking for. Use examples from your studies and work experience to evidence how you have developed these skills.*
- *Use the [STAR Method](#) to give examples - don't just list your skills!*
- *If you are using your CV for a placement or a speculative position, you can look at [job profiles](#) to see the skills needed for a role.*
- *For more technical skills, you can list these here or within your education/experience section - depending on where you developed them*

Professional Body Membership

Royal Institute of Town Planning (Student Member)

References

Available on request

Your CV should be no longer, than two sides of A4