

## CURRICULUM VITAE

**Name:** Joseph Bloggs  
**Address:** 27 Any Street  
Some Town  
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**Education:** 2016-2019  
University of Tumbleton  
Tumble Rd, Tumbleton  
MChem Chemistry with Conservation 2i  
Final year project: Determination of Levels of Cadmium in 19<sup>th</sup> Century Artist's Paints (Distinction)

2010-2016  
Some Town High School  
Rosie Lane, Some Town  
A level Chemistry (B), Biology (B), Physics (C)  
10 GCSEs grades A-C, including English (A), Maths (B) and Science (B)

**Work Experience** 2017- current  
Waiter, Lazios Pizzeria, Main Street, Tumbleton  
Duties include taking orders, serving drinks, leading a team of five floor staff, cashing up.  
Whilst in this role I have progressed to team leader and have taken on additional responsibilities. The skills that I have developed include customer service, dealing with challenging situations, negotiations skills, team work, leading and organising the work of the team, taking responsibility and professionalism.

Summer 2017  
Student intern, School of Chemistry, University of Tumbleton  
Synthesising new compounds under the supervision of Dr Sally Glick, general laboratory housekeeping.  
During this internship I learnt how to work in a laboratory environment and the importance of health and safety. I developed good technical synthetic skills and the principles of good laboratory practice. I had to communicate my results clearly to my research supervisor both orally and in writing.

**Additional skills:** I have been a member of the Student Council in the School of Chemistry for the past three years. In this role I must liaise with my peers to bring any issue affecting the student body to the notice of the senior staff in the School of Chemistry. This role has greatly enhanced my negotiating and oral communication

skills and required me to conduct myself in a professional manner.

As Secretary of the University juggling team I take responsibility of arranging formal and social meetings of the team, setting agenda, taking minutes, arranging venues. I also organise events with other universities and arrange all travel and accommodation.

I am fluent in Italian and speak conversational level French

I can use Microsoft Excel to a high level of capability.

I have a full clean driving license

**Referees:**

Dr Sally Gluck  
School of Chemistry  
University of Tumbleton  
Tumbleton  
TB1 5NN

Mr Lazio Ferrari  
Lazio's Pizzeria  
Main St  
Tumbleton  
TB1 6YB

There is no single best way to present a CV. Your CV is an individual as you are. It should reflect your education, experience and skills. Use it to sell yourself. What is provided here is just an example to get you started.