

Your Name

Contact address

Telephone number

E-mail address (make sure it is sensible)

PERSONAL PROFILE

A personal profile can be an excellent way to grasp the reader's attention and give a focus to the sort of career you want to go into. It will allow you to sell your language skills/international experience right at the top of the document.

Be careful though, the more traditional employers don't always like Personal Profiles.

EDUCATION

Reverse chronological, putting your university experience first.

Highlight relevant modules. Don't list every single topic studied, pick and choose what will be interesting to the reader. Some modules will be relevant but the titles won't necessarily be understandable, so explain their content. Some students prefer to write a paragraph about the focus of the degree and skills developed. Give an indication of your expected degree class with evidence of why you expect to get this result.

If you have done one, discuss your placement year/year abroad separately.

If spent at university, put it in the same format as your main degree institution.

Detail is important here too, so include modules, dissertations, or extended essays, even if they don't count towards your degree outcome. If your time spent abroad was not in an educational setting, you may wish to include it in the 'relevant experience' section.

GCSEs can be combined. A levels should be listed, with grades.

'EXPERIENCE'

How you approach this section will vary, depending on what you are applying for. You can choose what you call it.

If you are applying for language-based work, consider calling the experience 'MULTILINGUAL EXPERIENCE', or similar. If it is a role overseas or one which encompasses an international dimension, consider 'INTERNATIONAL EXPERIENCE'. 'RELEVANT EXPERIENCE' can work if there is no natural all-encompassing title. Whatever you choose, pull together all the experiences which are at the heart of your application. These can be paid, unpaid, voluntary, social... They will all combine to articulate that you have a profile of experience that has currency in the sector that you are aiming to enter.

Other experience which is not directly relevant but still gives strong evidence of transferable skills can be put in a follow-on section, 'OTHER EXPERIENCE'.

RELEVANT SKILLS

This section can either go here, or follow on from the personal profile. If you really have a strong match for the skillset required of the role, you may opt to place it higher.

By using this term, the implication is that you have many skills, but that you are highlighting the ones most relevant to the career area/employer you are applying to.

Language skills will clearly feature, but consider broadly the sorts of skills you have developed through academic life. Linguists are likely to be able to discuss, amongst others:

- **Oral/written communication**
- **Cultural awareness**
- **Self-management, adaptability, flexibility (year abroad)**
- **Research (particularly if completing a dissertation)**
- **Business awareness (following a module about business practice through the target language)**

This section is most striking if bullet points are used.

Make sure you give evidence that you have gone some way to developing the skill you are highlighting.

INTERESTS/ACHIEVEMENTS

This section is an opportunity to highlight extra-curricular activities, emphasising your enthusiasm to try new things and to dedicate yourself to long term projects.

It is another chance for you to shine. Think about any interests which combine with and further your language skills.

Again, bullet points are useful here.

REFEREES

If you are applying to an advertised vacancy, it is expected that you have considered who would provide you with the best reference for this post. In this case, you should write your referees' names and contact details.

If applying speculatively, it is good practice to write 'References available on request'. By doing this, you avoid having to send out a referee's contact details until these details are requested.