

## Example Student/Graduate CV

### Michael Davies

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Nella sezione Profile si possono elencare le competenze sviluppate durante gli studi ed, eventualmente, nei lavori svolti.

#### Profile

A versatile and professional law graduate with wide ranging experience in a variety of law-related areas including youth offending, debt and benefits advice, employment law, and housing. Seeking to combine academic achievements and work experience in a challenging role within the voluntary sector.

Si possono includere dettagli su progetti, corsi e seminari svolti durante gli studi, in particolare ciò che è rilevante per il lavoro per il quale ci si sta candidando.

#### Education and Qualifications

2006 – 2009      **LLB (Hons) in Law      2:1**

Nottingham Trent University

Optional course modules: Employment Law, Contract Law, Consumer Law, Law and Medical Ethics, European Law.

2004 – 2006      Nottingham Sixth Form College

**3 A-Levels**    English Language (A)  
                         Psychology (B)  
                         Business Studies (B)

1999 – 2004      Ashburton Secondary School

**9 GCSEs Grades A - C**

#### Voluntary Experience

**2007 – 2009**

**TGH Advice Centre**

**Volunteer Advisor**

- Providing independent, confidential and impartial advice to clients on debt, benefits, employment, housing, relationship and family issues for local voluntary organisation
- Interviewing clients face-to-face and over the phone to establish their needs
- Drafting letters and making calls on behalf of clients
- Referring clients to specialist caseworkers for complex problems or signposting to other agencies when appropriate
- Assisting clients to negotiate with companies and service providers to resolve any difficulties.

**2008 – 2009**

**Volunteer Mentor**

**Youth Offending Team**

- Providing one-to-one support, guidance and encouragement to young people who are at significant risk of offending or re-offending
- Maintaining confidentiality, whilst ensuring child protection procedures and issues of disclosure are followed
- Supporting mentees to set positive goals and work towards achieving these
- Establishing and maintaining regular and timely contact with mentees.

### Work Experience

Questo lavoro passato non è rilevante ai fini della posizione per cui ci si candida, ma è un esempio di “transferable skills”

**2007 – 2009**

**Bar Supervisor**

**Student Union Bar**

- Served customers, maintained excellent levels of customer service during busy periods
- Managed the bar in line with health and safety regulations
- Trained and supervised new bar staff
- Key-holder and responsible for opening and closing the bar within licensing hours
- Planned and organised staff rotas
- Ensured the bar area was stocked and well maintained.

### Additional information

- Confident with a range of IT packages including Word, Excel, Powerpoint, internet and e-mail.
- Fluent in Spanish and French
- Full, clean driving licence.

### Interests

Le posizioni di responsabilità relative, per esempio, allo sport non sono collegate direttamente al lavoro, ma denotano qualità di leadership.

- Team captain of the University Hockey Team
- Active member of the University Student Union.

### References

- Available on request.