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1 I am a final-year maths undergraduate with customer service and sales experience in the energy industry. As a tutor and maths club coordinator I can explain maths concepts to all ages and abilities. I am keen to use my maths and commercial skills to train as an energy industry analyst.

### Education and qualifications

#### University of Birmingham (2014-2017)

2 BSc (Hons) Mathematics. Predicted 2:1.

Modules included mathematical modelling, mathematics in industry, real and complex analysis and mathematical finance.

#### Any Town High School (2006-2013)

A-levels: maths, physics, chemistry. AS-level geography.

9 GCSEs including English language and English literature.

### Employment

#### 3 Inbound customer service adviser, Energex UK call centre (2014-2016)

- Helping customers assess energy costs and tariffs
- Ensuring quality and compliance standards during the switching process
- Meeting and exceeding sales targets consistently

#### Maths tutoring for 11+ (2013-2014)

- Assessing pupils level of maths and confidence in their abilities
- Preparing and delivering individual lessons. 100% pass rate of students

### Volunteering

#### 5 Coordinated Year 7 and 8 lunchtime maths club (2011-2013)

I started Math Buzz so younger pupils could enjoy and succeed at maths. I had to publicise the group and recruit members. I also had to devise a programme of weekly activities.

6 We had a waiting list at the end of the first term and teachers reported that pupils were achieving more in class as a result of the club.

### Activities and achievements

- Anytown High School Heads' Award for School Service for creating and running Math Buzz Duke of Edinburgh Bronze and Silver Awards

### 7 Sports

- Member of Birmingham University Cricket 2nd XI
- Captain of Anytown School Cricket 1st XI
- Member of Anytown Rugby Club Under 18's XV

## Chronological CV example

1. A concise statement demonstrating your motivation is a good way to start.

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2. List relevant modules only.

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3. An employer will be interested in any experience within their field, at whatever level.

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4. Not only does this show that you were successful in your job but also that you understand the importance of targets in business.

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5. Volunteering is worth including especially if it adds weight to your skills - or demonstrates skills/experience which you haven't gained elsewhere.

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6. Include achievements as well as a short description of what you did.

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7. Mentioning any sports shows another side to you.

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[View all example CVs >](#)

Written by Susanne Christian, Careers adviser