

Example of a two page skills-based CV (little or no work experience)

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A recent Product Design and Innovation graduate (with IMechE accreditation) who has knowledge of fundamental product and industrial design topics as well as strong communication, teamwork, research and analytical skills. Seeking an entry level graduate position with a design and manufacturing company.

Relevant Education

2013 – 2016

University of Portsmouth

2:2 BSc (Hons) Product Design and Innovation

(Course accredited by IMechE for Incorporated Engineer Status)

2010 – 2013

Witney College of Technology, Science and Design

3 A levels: Science (A), English (A) and Mathematics (C)

Employers only get a few seconds to initially look at your CV. Therefore carefully consider your structure, style and subject matter, and you should aim to make your front page a 'power page'.

Skills and Abilities

Product Design Skills and Knowledge:

Use specific examples of how you have developed your abilities. (You could also refer to field trips or site visits.)

- Gained a thorough understanding of product design (as a concept, creation and development of ideas) as well as computer aided product design through units such as 'Technology Concepts', 'Illustration Techniques', 'Computer Aided Product Analysis, Illustration and Visualisation' and 'Research Methods for Product Designers' studied at university.
- Experience using software packages such as AutoCAD, Inventor, SolidWorks and Photoshop as well as generating sample designs using computer-aided design (CAD), card models, sketches or hard prototypes as part of degree course.

Project and Time Management:

- Experience researching, sourcing and critically examining information or evidence analytically to assist in the construction of coherent arguments and judgment; for example, in final year of university studies, wrote a 10,000 word dissertation on the topic of '*Enabling Design Services and Support in Small and Medium Sized Enterprises*'.
- During university, gained the capacity to utilize time-management skills to set own deadlines and manage workloads effectively; ensuring the successful completion of assignments on time and to the highest possible standard.

Communication:

- Able to communicate complex information to individuals and groups, make presentations and respond to questions in both educational and workplace settings. Skills developed through degree programme and a charity fundraising experience for Great Ormond Street Hospital.
- Liaised with manufacturers during the production quotation and manufacturing phases of final year live project (at university).

Quantify your information - use of 'three years' implies a good level of experience and stability.

Leadership:

- For three years (2012-2015), was responsible for coordinating the work of two netball captains as well as the planning and management of training activities for over twenty netball players (aged from 16 to 50 years of age).
- Set up a regular meetings and training sessions within the local community to encourage and inspire new and current netball players (within the local authority) to engage in the sport.

Teamwork:

- Successfully integrated into group activities set by Technology Department and degree programme at the University of Portsmouth. For example, supported three 'open evenings' with eight other students which focused on promoting the notable works of final year students.
- Worked with ten team members to coordinate the process of raising and collecting monetary contributions for the Great Ormond Street Hospital 'Dance-a-thon' charity event.

Innovation and Creativity:

- While planning and organising the team's execution of fundraising activities for Great Ormond Street Hospital in 2016, took the initiative to design promotional materials to further the fundraising campaign.

IT literacy:

- Competent user of Microsoft PowerPoint, Word, Outlook and Dreamweaver applications.

Other Qualifications and Information

- 8 GCSEs including 'A's in Maths and Science (Carterton High School: 2005-2010).
- Awarded 'Top Student Award' in 2014. This was achieved for attaining the highest grades (within the student body of degree course) in the first year of studies.
- Raised £1,500 as part of a 24 hour 'dance-a-thon' fundraising event for Great Ormond Street Hospital in November 2016.
- Qualified First Aider. Completed St John's Ambulance three day first aid training course in December 2016.
- Possess a full clean driving licence.
- Mother tongue English. Basic understanding of French and Spanish languages.

Hobbies and Interests

- Enjoy keeping up to date with current affairs, news and trends in the design and manufacturing industry. Regularly read online resources such as 'dezeen' and 'Redshift'.
- Regularly play netball and passionate about fundraising for charity.

References

Available upon request