

2 Read the advice on page 140 and look at Melanie Henderson's CV. Following the guidelines, prepare your own CV.

# curriculum vitae



## Personal Details

Melanie Henderson  
Date of birth 3.11.1978  
Address 99 Newlands Park  
London  
SE30 8UJ  
Tel: 0171 25650

Put your most recent studies first.

## Education

1997 – present  
Degree in French and Film Studies, University of London  
Degree performance to date: 2.1  
Specialist subjects: British Cinema, The Narrative Technique  
1992 – 1997  
Royal Latin School, Aylesbury  
4 A Levels: French (B), German (C), English (B), Film studies (A)  
7 GCSEs: French (A), German (A), English (A), History (B), Art (A), Maths (B), Economics (B)

Don't go too far back in time or leave any gaps.

## Work experience

Put your most recent experience first.

1999  
Information Officer, Futuroscope, France  
Responsible for dealing with enquiries in a busy office, responding to 2,000 enquiries a week. This demonstrated my ability to retain a professional approach and a sense of humour while working under pressure.

Give more detail about more relevant experience.

1998  
Customer Services Assistant  
Provided support for customer enquiries. Dealing with customers' complaints demonstrated my ability to remain calm under pressure. Explaining complex issues simply and clearly helped me to develop my communication skills.

Fill this section out if you haven't had a position of responsibility.

## Positions of responsibility

In my final year at school, I helped organise a careers fair for all final year students.

## Skills

Good working knowledge of Microsoft Word and Excel Spreadsheets  
Working knowledge of French and Italian  
Current clean driving licence

Don't just list your interests - add a few details.

## Interests

Travel: I have travelled extensively and independently in Europe.  
Music: I play the guitar in a semi-professional band and have done a number of 'gigs' for school and student clubs.

## Referees

Hamish Roberts  
(Tutor at University of London)  
17 Woodland Avenue  
Oxford  
OX11 7GGR

Richard Gayle  
(Customer Services Manager/DAT)  
31 Pleasant Street  
London  
SE18 3LSR

Give two referees.