

The CV below illustrates the following key points to bear in mind:

- Create a concise, relevant profile tailored to the job you are applying for. What is your distinctive mix? Evidence of your achievements?
- Use bold or italics to emphasise headings.
- Be specific about relevant skills and competencies gained during your course, including skills.
- Use positive language e.g. successful, achieved.
- Demonstrate how your achievements relate to the job.
- Write about how your skills developed, what duties you had. Make this relevant to the job you are applying for.

James Steady

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LinkedIn: uk.linkedin.com/JamesRSteady

Highly numerate finance and accounting student with experience working in an international finance company. I am seeking a career in financial advice and planning.

Excellent working knowledge of financial and statistical packages, including SPSS and Strata
Successful 6 week, in course placement in Thrift Financial, working with teams managing new client communication, business forecasting and financial advice to new businesses.

Education

2016 to present

University of Ville

BSc in Finance and Accounting (predicted grade 2:1)

Highly numerate course, accredited by the Association of Financiers that has allowed me to develop:

- Competence to professional body standards in financial planning and budget control techniques.
- Ability to communicate researched findings in writing and to groups of students.
- Competence in all Microsoft packages.

In addition I have achieved:

- Nomination for best finalist dissertation on Financial Planning in SME's.
- Undertaken optional modules in International Banking and Investing in Pensions.
- Election as course representative, involving communication with senior faculty staff in meetings.

2009-2016

The Academy High School

- **A-Levels:** Business Studies (B), Economics (A), General Studies (A), Physics (C).
- **GCSE's** in ten subjects including Maths (B), English Language (A) and French (A).
- **Special achievements:** Duke of Edinburgh Silver award and captain of the cricket under-19s through which I have developed leadership and teamworking skills.

Relevant work experience

2012 (Feb-Aug)

Thrift Financial Services

Provider of full range of professional services to new and small businesses in the Somerville area.

Invited back to work through summer holiday following university-organised placement.

3 month paid summer work experience: reviewed company procedures in business planning team and prepared report for CEO including recommendations for annual updating.

2010-2012 (part-time evenings during term-time)

The Student Food Shop

Late opening fast food service on campus.

Prepared microwave meals and was responsible for electronic debit machine, financial security procedures, cashing up and closure of premises. Involved completion of stock inventory inventories, cash accounting, as well as customer service and managing complaints.

Other competencies

First Aid – Trained to use resuscitation and acute response techniques.

Languages – Excellent conversational and written French.

IT – European Computer Driving License (ECDL).

Referee details available on request