

JANE SMITH

CONTACT



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www.janesmithportfolio.co.uk

EDUCATION

2012 - 2014

MSc, Marketing & Strategy
Merit, Manchester University

2005 - 2008

BA (Hons), History
2:1, University of Exeter

2006 - 2008

A Levels: English Lit (A),
Music (B), History (B)
Imaginary School, London

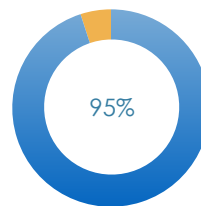
PERSONAL STATEMENT

Explain your particular strengths, skills and experience (e.g. different sectors you have worked in; professional accreditations you hold) and reasons that you believe you are suitable for this particular job.

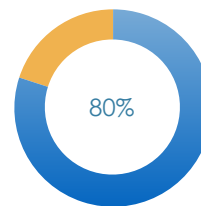
Try to avoid using generic buzzwords (e.g. excellent communicator, team player, problem solver) to describe yourself, unless you believe these are a true reflection of yourself. You need to be able to confidently back up statements with evidence in an interview.

A career coaching session can help you identify and describe your strengths.

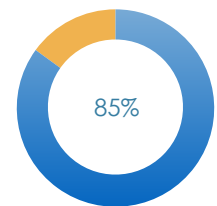
SKILLS



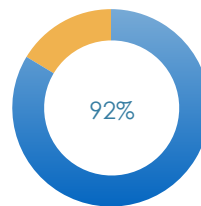
Project Management



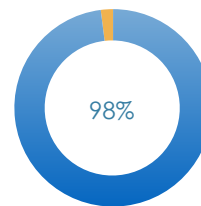
People Management



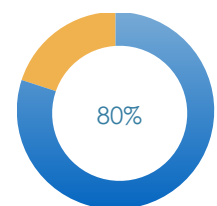
Financial Analysis



Digital Marketing



Graphic Design



Presenting/
Pitching

CAREER HISTORY

Account Manager, SPX Media, London

Oct 2015 - to date

Write a small description about the company; what it does, what its turnover is, what size team you are/were working in; whether you were promoted whilst working here. You can also include a hyperlink to the company's website if you think this will be helpful.

Responsibilities and Achievements:

- Try not to simply list 'responsibilities' in this section.
- The things that will make you stand out are achievements i.e. successes at work.
- Quantify your achievements to make them really impressive.
- For example, 'increased ROI by 10% in one year.'
- For example, 'achieved a customer satisfaction rating of 9 out of 10 each year.'
- For example, 'introduced and implemented a new process for x, saving 2 hours of administration time each week'.
- If you are applying for a particular job and the job description for this role mentions certain tasks, try to mention these tasks in this section, as recruiters doing key word searches will find your CV. It also helps hiring managers to see that you are capable of doing the role. It doesn't matter if your experience with these tasks is limited, you should still include them.

JANE SMITH

Account Executive, James J Advertising, London

May 2011 - Sep 2015

Write a small description about the company; what it does, what its turnover is, what size team you are/were working in; whether you were promoted whilst working here. You can also include a hyperlink to the company's website if you think this will be helpful.

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Account Coordinator, Imaginary Agency, Manchester

Sep 2008 - Apr 2011

Write a small description about the company; what it does, what its turnover is, what size team you are/were working in; whether you were promoted whilst working here. You can also include a hyperlink to the company's website if you think this will be helpful.

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- Try not to simply list 'responsibilities' in this section.
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HOBBIES & INTERESTS

Describe any hobbies and interests you have in this section. This is a good place to include examples of any voluntary work you have done, and any sporting achievements you may have.

If you have any interests that can be viewed online (e.g. photography on a website, a YouTube channel with training videos on etc.) you can include links to them here.

REFERENCES

James Jones, Account Director
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James J Advertising, The Building,
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020 883 9999