



Example of Final Year/Graduate CV

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Personal Profile

Final year History and Economics student with a strong interest in retail management. Four years' practical experience of the retail industry in a variety of roles together with strong communication and organisational skills developed through extra-curricular activities.

Key Skills

- **Commercial awareness:** deep understanding of the effects of different marketing strategies on consumer behaviour gained during the completion of my final year dissertation.
- **Strong team working** skills developed through placement and group-based projects during my degree.
- **Communication:** excellent communication and interpersonal skills, as demonstrated by my roles as Secretary of the University Economics Society and University Debating Club.
- **Leadership:** as a Shift Manager at The Co-operative, trained new staff, created staff rotas, and managed store opening and closing.

Education

2018 - 2022

University of Dundee

MA (Hons) History and Economics (class expected 2:1)

Honours-level modules included:

- **Economics:** Macroeconomic Analysis, Business Economic Analysis, Marketing.
- **History:** The Economy, the State and the People: Britain 1940 - 1997, Global Historical Perspectives.
- **Dissertation:** *Marketing strategies and their effects on consumer behaviour: a comparison of independent retailer and chain-stores.* Gained practical experience of managing a project and liaising with business professionals. Developed in-depth understanding of consumer behaviour and marketing strategies.

2012 - 2018

Gowrie High School, Perth

- **2018 Advanced Highers:** English C, History B
- **2017 Highers:** Biology B, Economics A, Mathematics B
- **2016 8 National 5s** including French and Physics

Work Experience

Jan. 2020 - Present

Purchasing Assistant, Tesco, Dundee

- Taught myself how to use Purchase-Pro database to maintain stock and sales records demonstrating that I am quick to learn and IT literate. Involves a high level of accuracy and attention to detail as small mistakes could result in stock wastage.
- Greatest achievement in this role has been my ability to re-negotiate sales orders with a number of sales managers from our local suppliers. My communication skills and commercial knowledge helped to save money and avoided over-ordering.

Sept. 2018 - Dec. 2019

Sales Assistant/Shift Manager, The Co-operative, Dundee

- Developed excellent customer service skills and achieved *Customers First Award: Excellent*.
- Confident in handling cash and giving correct change, dealing with customer complaints, and processing stock deliveries.
- Took on additional responsibilities of Shift Manager. This required me to help train new staff, draw up staff rotas, cash up and lock the store at closing.

Skills and Achievements

- Gained the **Dundee Plus Award** in recognition of my extra-curricular activities.
- As **Secretary** of the University Economics & Debating Societies, responsible for arranging a successful programme of educational and social activities.
- I have a full, current driving licence.
- Completed the Edinburgh Marathon in May 2017 and raised £651 for Cancer Research.

Interests and Activities

- Debating – I have debated since school and continued this throughout university giving me strong oral communication and reasoning skills.
- Travel – I have travelled independently in Asia & North America which has taught me resilience and the ability to budget and plan ahead.

Referees

Available on request

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