

Give contact details at which recruiters can easily get hold of you. Ensure your email address sounds professional.

Benjamin Jeffries

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Don't waste space with your date of birth, marital status, state of health or NI number.

Include university modules that are relevant to the job rather than listing them all.

EDUCATION

2013–2014 University of Southampton, MSc Sustainable Waste Management

- Relevant modules: bio-processing of waste; integrated waste management; monitoring, aftercare and residuals management.
- Group project on the processing of hazardous waste.

2009–2013 University of Manchester, MEng (Hons) Chemical Engineering (2.1)

- Relevant modules: environmental science; biotechnology; fluid mechanics.

Give your A level subjects and grades but don't list your GCSEs individually.

2002–2009 Newton Heath School, Abingdon

- A level Physics (A), Mathematics (A), Chemistry (B)
- 10 GCSEs (grades A* and A)

If you've completed relevant training in addition to your degree, include it.

TRAINING

2013 (October–November) Southampton University Research Institute for a Sustainable Environment (SUnRISE) – waste management in business course

- Attended evening and weekend lectures and tutorials over a six-week period.
- Learned about different elements of a business, working with departments, implementing ideas and getting people to work with you.
- Networked with key figures in the industry.

Devote plenty of space to relevant work experience, highlighting what you achieved and how it benefited the company.

INDUSTRIAL PLACEMENTS

2014 (January–March) Three-month masters placement with BioChem

- Completed calculations and subsequent analysis into how the organisation disposed of the by-products produced.
- Produced a report based on the results that outlined how the organisation could implement very simple and cost-effective measures to streamline this work and reduce waste by 40 per cent.

2011–2012 (July–June) Industrial placement with Eastern Electric

- Helped project manage an internal campaign to reduce the amount of residual energy and workplace waste produced across all of the organisation's plants.
- Spent time at each plant planning trials (deciding what should be tested and how to do it), assisting with the trial, making sure that all the necessary data was collected and the safety procedures followed, and then analysing the data.

- Produced a waste and energy efficiency report based on my findings. This was used as the framework for the organisation's first corporate responsibility report.
- Also produced a report on how by-products produced could be effectively harnessed to create more energy. I presented my ideas to the board of directors and the initiative is now being implemented within the organisation and trialled across several plants.

VOLUNTARY WORK

2010 (June–September) Voluntary charity programme in Mozambique designing and constructing irrigation tunnels

- Worked alongside an international group of experienced engineers mapping out and constructing a series of irrigation tunnels in three villages.
- Successfully brainstormed a solution to a waste disposal problem the team had been facing. My calculations have now been adopted as the standard model for this type of project.
- The experience taught me the value of teamwork, flexibility and good communication skills. It also gave me a fantastic opportunity to experience new cultures and different working practices.

Where relevant, summarise what you learned from an experience.



Include part-time or holiday jobs, highlighting transferable skills gained, but devote less space to these than to more relevant experience.



FURTHER EMPLOYMENT EXPERIENCE

2014 (April–present) Bartender, King's Head, Southampton (part time)

- Duties include serving customers, cashing up and assisting with stocktakes.
- Working part time while completing my MSc has helped further develop my time management and prioritisation skills.

2007–2009 Customer service assistant, Tesco, Abingdon (part time)

- Duties included working on the checkout and at the customer service desk.
- Helped develop my commercial awareness and communication skills.

Many engineering employers will be interested to know about your IT skills, but don't exaggerate your abilities.



IT SKILLS

- Able to program in C# and Java.
- Proficient in Microsoft Office applications.

A short 'Interests' section can show that you are well rounded, though it's not essential.



INTERESTS

- Rowing, hiking, running marathons, racquet sports and world cinema.

Including references on your CV is optional. If you can't fit them in, write 'References available on request'.



REFERENCES

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