



STEM Placements and Internships CV Example – 2 PAGES MAXIMUM

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LinkedIn URL (and link to Portfolio depending on your degree subject)

Profile

(This is your 'highlights reel' - include what you are studying, some of your key subject-specific skills and knowledge, 'soft' skills such as teamwork, communication etc. and where you gained them (e.g., Retail work). State any areas of interest, and what you are looking for e.g., placement/internship and why).

I am a second year BEng (Hons) Automotive Engineering student at the University of Brighton with experience from university projects such as 'Robot Wars' of using SolidWorks and CAD to design prototypes and a working engine. I have gained strong transferable skills such as teamwork, communication, and problem-solving skills through my employment experience such as working in retail. I have developed sound knowledge of mathematical equations behind stress and strain as well as systems design and producing engineering drawings. I have a particular interest in the sustainability aspect of the electrical automotive industry. I am very keen to secure a placement year to gain valuable industry experience and exposure to cutting-edge technology and processes.

Education

(Chronological order: most recent first. Include your module marks as far as possible)

BEng Automotive Engineering, University of Brighton

September 2021 – Present

Predicted grade 2:1

Modules include:

Materials Engineering (63%): This module introduced stress and strain on inclined planes, as well as stress/strain transformation equations to solve inclined problems. FEA using SolidWorks is introduced in this module.

Engineering Practice (69%): A blend of group and individual work. The group project is designed to introduce teamwork and presentation skills; I took on a leadership role for this module. Individual work focused on developing organisational skills as well as ethics and sustainability in Engineering.

Mechanical Design (70%): Based around a single individual project. Involves CAD (SolidWorks), mechanics and engineering drawings. The module gives an insight into how a system should be developed in real-world engineering.

Engineering Mathematics (59%): Teaches fundamental mathematic skills used throughout the degree and beyond. Some key topics are matrices, complex numbers, and basic calculus.

Foundation Year, Engineering University of Brighton

September 2020 - June 2021

Grade: 78%

Oasis Academy Coudsdon Sixth Form

September 2016 – August 2018

A Levels: Maths (B), Product Design (C), Geography (D)

Oasis Academy Coudsdon

September 2002 – August 2016

10 GCSEs A-D including English, Maths and Science

Professional Experience

(Chronological order: most recent first. All work experience counts. Include strong action words and skills developed)

Sales Adviser

Debenhams, Brighton

June 2020 – Present

- Assisting and communicating with customers to meet their needs, and dealing with queries
- Operating the till efficiently and processing refunds and exchanges accurately
- Dealing with complaints and refunds maintaining excellent customer service
- Managing stock control and stock replenishment within set timeframes
- Overseeing the end-of-day banking and cashing up

Bartender

June 2017 – June 2019

Hilton Metropole, Brighton

- Advised customers on menu choices and maintained excellent customer service standards
- Managed orders, made beverages and served in a fast and professional way
- Responsible for end-of-day banking and cashing up
- Ensured the bar and surrounding areas were kept clean and tidy

Sales Assistant

WHSmith, Gatwick Airport

November 2016 – March 2017

- Helped customers at the till and on the shop floor, whilst also putting new stock out
- Worked as part of a team, communicated effectively, and resolved any issues
- Received training in health and safety working with food and in an airport

Football Stadium Steward/Security

Brighton and Hove Albion Football Club, AMEX Stadium

December 2015 – April 2016

- Always ensured safety and well-being of fans by upholding ground regulations and attending briefings before each game
- Diffused any hostilities between fans or involving fans in a calm manner
- Maintained communication with other stewards and supervisors to ensure smooth operations

Volunteering Experience

Volunteer

July 2015 (5 days)

Cancer Research UK Shop - Coulsdon

- Assisted and observed the manager during shop opening hours
- Helped customers locate products and served them at the till
- Replenished stock and sorted through donations on a regular basis
- Developed strong customer service, communication, and interpersonal skills

Skills & Achievements

*(Include any **subject specific/technical/software/practical skills** here as well as any other awards, additional **languages/skills/achievements** that you have outside work and study).*

Software knowledge: Microsoft Word, PowerPoint, and Excel

Subject specific technical knowledge: SolidWorks, AutoCAD, SolidCam, CNC Machining; milling, facing, drilling, and turning

Language skills: Intermediate French speaker

Awards and Certifications: QA Level 2 Award in Emergency First, Duke of Edinburgh, Business Enterprise Qualification (Oasis Academy), Full UK Driving Licence

Society Memberships: Institute of Chartered Engineering – Student Member

Extra-curricular positions of responsibility: Course Rep (Foundation Engineering Year, University of Brighton)
Team Captain of the University of Brighton volleyball team

Interests

*(Include interests that demonstrate your **skills and motivations outside of work and study**)*

Sport: Participate table-tennis, volleyball, and badminton competitively at the University. Also, a member of a Badminton team in Brighton

Youth Club: Helped to organise various charity events including a sponsored run at the local Youth Club in Coulsdon

Music: Enjoy DJing and attending live music events and festivals

References available upon request

(Studying Biomedical Science? Put details of 2 references: 1 academic, 1 employer)

REMEMBER!!!

- Use spell check and a clear commonly used font (e.g., Calibri – 11 or 12pt), maximum two pages.
- Don't include a photo, your date of birth, health, or marital status.