Full Name

[**yourname@example.com**](mailto:yourname@example.com) **• (123) 456**‐**7890 •** [**www.example.com**](http://www.example.com/)

EDUCATION

|  |  |
| --- | --- |
| Roehampton, University of London | Graduation year |

*Degree type, Degree Title, Classification Relevant course work:*

PROFESSIONAL EXPERIENCE

|  |  |
| --- | --- |
| Roehampton Students’ Union, Egham | September 2024 – June 2025 |

*Academic Rep for [insert your department] Department*

* Problem-solving and collaborating with students and academic staff to improve the student experience.
* Liaising with peers to gather feedback and actioning creative solutions to student issues.

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| Roehampton Students’ Union, Egham | September 2024 – June 2025 |

*Programme Rep for [insert your department] Department*

* Problem-solving and collaborating with students and academic staff to improve the student experience.
* Liaising with peers and academic staff to gather feedback and create solutions to student issues.
* Chairing Student-Staff Action meetings: timekeeping, recording and assigning action points, collating feedback across departments succinctly.

|  |  |
| --- | --- |
| Company, location | Month Year |

*Role*

* Describe what you did and what your impact was PROJECTS & EXTRACURRICULAR

|  |  |
| --- | --- |
| Project title | Month Year |

* Describe what you did/built etc.

SKILLS

Effective communication and relationship building: Gathering feedback from students and representing student voice to academic staff at Student-Staff Action meetings. Communicating with students actioned resolutions to close the feedback loop.

Time Management and Organisation: Gathering student feedback in a timely manner and managing academic responsibilities alongside university studies.

Leadership: Chairing Student-Staff meetings. Representing student voice on a department-wide level.