

# Surrey MBA CV Writing Guidelines

We ask that all CV's submitted to Surrey MBA programme are presented to the guidelines below. CV's not in the below format may slow processing of your application and reduce chances of acceptance.

## Personal Details

- Name
- Address
- Phone number
- E-mail

## Education/Professional Development

Further/Higher education only. EG.

- HNC/D
- Bachelors/Masters/PhD
- ACCA/CIMA/CIPD
- A Levels or equivalent if nothing higher

Please include the following

- Award title (Bachelors/Masters of...)
- Level obtained if applicable (Pass/2:1/Merit/GPA. ie. 3.0/4.0)
- Year started and year completed

## Employment

- Job title
  - Most recent first
  - Then reverse chronological order
- Name of employer
- Duration of employment
- Job Description
  - Use bullet points
  - Include any managerial experience (both People and Project)
    - Brief overview of project keeping to general responsibilities within the role. More detail can be included in the personal statement.

We ask that the CV is **a maximum of 3 pages**. Anything you wish to include in more detail can be mentioned in the personal statement which should not exceed 500 words.

Any applicants assessed to meet the entry criteria will be invited to an interview prior to a final decision being made.

If you have any enquiries please contact [mba@surrey.ac.uk](mailto:mba@surrey.ac.uk)