

We request that all CVs submitted to the Surrey MBA programme be presented in accordance with the guidelines below. CVs not in the format below may slow processing of your application and reduce chances of acceptance.

1. Personal Details

- Name
- Location
- Phone number
- E-mail

2. Education/Professional Development

Please include **further/higher education only**. Examples:

- HNC/D
- Bachelor's / Master's / PhD
- ACCA / CIMA / CIPD / CFA
- A-Levels or equivalent (if no higher qualification)

For each qualification, include:

- Award title (e.g., Bachelor's / Master's of...)
- Level obtained if applicable (e.g., Pass/ 2:1 /Merit /GPA 3.0/4.0)
- Year started and year completed

3. Employment

List your employment history in reverse chronological order, starting with your most recent role.

For each position, include:

- Job title
- Employer's name
- Duration of employment
- Job Description
 - When describing your role, briefly outline your general responsibilities. Highlight any managerial experience, such as managing **people, projects, products, or processes**. More detailed information can be included in your personal statement.

4. Additional Sections

After Education and Employment, you may include other relevant sections such as Skills, Awards, or Certifications.

If there are any gaps in your CV, we encourage you to briefly explain them in your application, highlighting any skills, experiences, or personal growth gained during that time.

Your CV **should not exceed three pages**. Any information you wish to expand upon can be included in your personal statement.

If you have any enquiries, please contact mba@surrey.ac.uk.