



Creating a Standout Graduate CV



JOB SEARCH

Your Approach

Tailor

Gain a good understanding of your target position and target company and how good a fit you currently are and tailor your CV to the role.

Clarity

Your CV should have a clear and concise layout which enables the employer to locate the information they wish to see quickly.



Skills

Showcase relevant skills gained through academic studies and work experience.



Value

Ensure your CV is action and results orientated and that you move away from a responsibilities focused CV. Focus on the key contributions you can bring to the role and be authentic.

What Sections Should A Graduate CV Have?



Personal Information



Employment History



Career Statement



Volunteering / Work Experience



Professional Qualification & Education



Personal Accomplishments



Key Skills & Achievements



Hobbies/Interests

Tips To Standout

- A Graduate CV should be min of one page long, max of 2
- Use a simple font like Arial or Calibri (11pt or 12pt)
- Use single sentence bullet points
- Start each sentence with an active verb such as managed, delivered, initiated, etc.
- Write in the first person and leave out pronouns - e.g. Participated in x project
- Provide evidence of delivered measured value for previous employers or in your academic studies