|  |
| --- |
| Your ultimate cv guide |
| Graduate2Success – Elite Graduate Career Consultant |



## TIPS YOU WILL NEED BEFORE YOU START WRITING YOUR CV

Your CV is a direct representation of you, it is what the employer or recruiter sees first before they decide if it is worth their time to meet you in person. If 20 people applied for the same job and coincidentally happen to be from a similar background of education and work experience, how do you differentiate and choose the best person? What makes a candidate more appealing to the hiring manager even though they haven’t yet met them?

**Here are some top tips to help you create a strong and impactful CV:**

* **Research the company and job requirements** to **align your CV** with their needs. Tailor for each application – customise your CV for each job application to highlight the most relevant skills and experiences. Skills you may deem unimportant to mention may be just the skills that will help our CV rate high when scanned. Include the relevant keywords needed to quality you for that position.
* There are two key elements to consider for every CV: **Presentation and Content.** A poorly presented CV leaves a bad impression even if the content is excellent. Likewise, a beautifully presented CV with poor content is unlikely to be successful. It is the practical skills, and work experience that employers are particularly interested in. Work experience can take priority over education. So it is important you find **appropriate work experience** while you are at universities. It is important to **highlight crucial information first**, such as your **key competencies** and what makes you the perfect candidate. Make good use of the page space, font and graphics.
* Your CV needs to be **concise** and **precise**, a one page CV is fine especially if you are still a student or have just left university. Your CV content should reflect a professional tone throughout the document and convey a message about your competency level.
* A **great cover letter** alone can get you the job, a cover letter is a great opportunity to tell your story and convince the person reading that you are worth working with. It should be personalised for the job you are applying for; try to avoid copy-pasting! *(see Cover Letter Guide).*
* Thoroughly **proofread your CV** to ensure there are **no grammatical or spelling errors.**
* Ask someone else to review it for feedback and suggestions.

### **Steps to create your perfect CV:**

* Use the right ‘keywords’ to ensure your CV is picked up in word searches
* No grammar or spelling mistakes – proof read again and again

#### Format and structure:

* Use a clear and professional format with consistent font styles and sizes (such as Times New Roman or Arial), bullet points, and headings to make it easier for the employer to scan through.
* Organise your CV into clear sections such as Contact Information, Professional Summary, Work Experience, Education, Skills, and Achievements.
* Keep it concise and limit your CV to 1 -2 pages (for recent graduate we recommend 1 page CV).

#### Contact information:

* Include your full name, professional email address, phone number and LinkdIn profile (if applicable).
* Avoid including unnecessary personal details like your date of birth or marital status.

#### Introduce Yourself/professional Summary

* This is where you should summarise and highlight what you can offer to a prospective employer.
* Summarise any relevant achievement and highlights that will draw attention to what you have accomplished.
* It should be tailored for each role you apply for and aim to make you stand out from competition.
* The statement should highlight your key skills, experiences, and career goals relevant to the role. Keep this brief, consisting of 3-4 sentences.

#### Work experience:

* List your work experience in reverse chronological order, starting with the most recent position – including paid work, relevant volunteer or work experience placements.
* Include the job title, company name, location, and dates of employment
* Provide a concise description of your responsibilities and achievements, emphasizing relevant skills.
* Focus on achievements rather than duties – focusing on the “why” rather than just the “what”. Emphasise how a mix of hard and soft skills contributed to achieving specific outcomes in your everyday duties and broader projects and tasks.
* Use action verbs and quantify achievements using time-related metrics, percentages, cost savings, and project impact to provide concrete evidence of your success rather than simply listing job responsibilities. This will make your CV stand out more.
* Highlight how you overcame challenges both personally and as a team member. Highlight why you are the best fit for the role, so it is important to include where you have gone above and beyond or made a significant achievement.

#### Education:

* Include your educational background, starting with the highest degree obtained/most recent.
* Mention the institution, degreed earned, and graduate year.
* List any relevant training, education and course – it is important to showcase where you may have up-skilled or could bring new knowledge to the organisation.

#### Skills:

* Highlight your key skills and areas of expertise relevant to the job.
* Include both hard skills (e.g. programming languages, software proficiency) and soft skills (e.g. communication, leadership).

#### Interests/hobbies, aCHIEVEMENTS AND AWARDS:

* Showcase any notable achievements, awards, or recognition you have received in your professional or academic life.
* Include any relevant volunteer work, community involvement, or leadership roles. Highlight transferable skills or experiences gained through these activities.
* However it is best to avoid stating anything that could cause friction early on.