

graduate

cv notes.



personal statement

This section should be specifically tailored to the job that you are applying for and state very clearly why you are applying for the post. As a recent graduate you may have limited job experience, so it is vital that you make the most of what you have. Talk up your internships, volunteer work and any relevant university activities that took place outside of your studies. Try to make your enthusiasm for the role and personality shine through, that will count for a lot among recruiters even if you don't have that much professional experience.

employment history

This is your opportunity to really highlight your tasks, achievements and responsibilities at a company. An employer wants to not only know what your role involved but also how you were able to add value. As a recent graduate you may not have a wealth of experience, but list anything that is relevant. Internships and volunteer work, for example, show that you are hardworking. Breakdown which tasks you carried out, which skills you acquired and examples of your achievements.

Your work history should be ordered in reverse chronological order with your most recent position first and then working backwards. Remember to use action words such as coordinated, created and managed as this will add impact to your CV. Try to ensure that your willingness to learn new skills comes across, as this can help make up for any lack of experience that you may have.

education

You could include a section here on other professional qualifications, but as a graduate you may not have had much time to acquire any. You will, however, have plenty of useful skills that you have picked up from a non-professional setting. This could include IT proficiency, a valid driver's licence, First Aid training or a second language. Be sure to include these types of skills on your CV as they could help you stand out from the crowd.

core skills

When selecting core skills, look at your previous roles for transferable and/or job-related skills. If you do not have much experience to draw from, then look at other areas. For example, you could demonstrate leadership skills as a member of a university society or time management by being able to juggle exam revision alongside part-time work. Transferable skills are sought after at any job level and can be acquired in a non-professional setting. However, do not include skills for the sake of it – make sure that they are relevant to the job you are applying for.

references

Regarding your references, you don't have to include these on your CV, if you'd like to add a section at the bottom of your CV that says, 'references available upon request'. It's a good idea however to make sure your CV is no longer than two A4 sides.

contact details

Email Address:

Keep you email address simple and professional, preferably just your first and last name. Avoid nicknames or random words and numbers as it looks unprofessional.

Telephone Number:

Make sure this is an update-to-date number, preferably your mobile number rather than your house number.

Full Address and Post Code