

# A Graduate Guide to Writing a CV

Do you want to improve your CV, or are you writing your CV for the first time? Follow these tips from our expert recruiters, and you will be more likely to get noticed for the job you want and the career you deserve.

## CV Structure

A CV asks for a lot of information in a professional, concise document. There is a tried and tested format to CVs in the UK, and we recommend you follow it at all times. Many employers use automated software to filter applications, so following the accepted layout will help ensure your CV does not get lost.

Here's how to structure your CV to present yourself in the best way, starting at the top.

## Structure Your CV Effectively

A well-structured CV presents your information clearly and logically, making it easier for employers to assess your suitability. Adhering to a standard format also ensures compatibility with automated applicant tracking systems (ATS) commonly used by employers.

- **Contact Details:** Place your full name, address, contact telephone number, and email address at the top of the page. If you're studying in one location but seeking opportunities near your hometown, list both addresses and clearly indicate your openness to relocation in your opening statement.
- **Opening Statement:** Craft a concise summary in the third person, detailing your academic background, career objectives, and key qualities. This should be succinct and to the point, providing a snapshot of who you are and what you aim to achieve.
- **Key Skills:** Use bullet points to list skills relevant to the positions you're applying for. Include personal attributes, software proficiencies, technical abilities, and any other pertinent competencies.



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- **Relevant Work Experience:** Detail your work experience in reverse chronological order, starting with the most recent position. Highlight key responsibilities and achievements that align with the job you're targeting. If you lack direct experience, discuss internships or aspects of your studies that are directly relevant to your career aspirations.
- **Education:** List your qualifications, beginning with the most recent. Provide details of your degree, especially any special projects or dissertations that are pertinent to the role.
- **Non-Relevant Work Experience:** Include part-time or student jobs that, while not directly related to your chosen field, demonstrate a strong work ethic and transferable skills. Keep descriptions brief and focus on the most recent roles.
- **Hobbies and Interests:** This section should be short and professional. Mention interests that showcase positive attributes or skills relevant to the workplace, but avoid unnecessary detail.

## Tailor Your CV to Each Application

Customising your CV for each job application can significantly enhance your chances of success. Carefully read the job description and incorporate relevant keywords and phrases into your CV. Prioritise your achievements and experiences to align with the specific requirements of the role.

### Example:

- **Job Description Excerpt:** "Seeking a proactive individual with strong communication skills and experience in project management."
- **Tailored Opening Statement:** "A proactive graduate with demonstrated experience in project management and excellent communication skills, seeking to leverage these abilities in a dynamic professional environment."



## Additional Tips

- **Express Your Passion:** In your opening profile, convey your enthusiasm and interest in the job, field, or discipline.
- **Keep It Simple:** Avoid over-designing your CV. A simple, clean layout is preferable, as automated systems can only read text, not graphic images.
- **Maintain a Standard Format:** Employers often scan hundreds of CVs. Ensuring your information is where they expect it to be increases the likelihood that key details won't be overlooked.
- **Be Concise:** Aim to keep your CV to two pages. Be succinct while ensuring all relevant information is included.
- **Use Keywords:** Incorporate pertinent keywords throughout your CV to enhance its visibility in automated systems and to resonate with hiring managers.