



## 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 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