

The 6-step guide to perfecting your graduate CV

01

Choose the story you want to tell

This could be your track record of high achievement, your long-held commitment to a profession or anything in your personal back story.

02

Select the best structure

Use the outline structure of your CV to signpost and enhance your story. Think about how to group together your experiences and extracurriculars.

03

Talk the employer's language

Analyse the language the employer uses and echo it, threading the key skills and behaviours they seek throughout your CV.

04

Put yourself at the centre and in context

Provide recruiters with sufficient context to follow your story and gauge the scale of your personal achievements.

05

Create talking points for interview

Pepper your story with talking points to spark conversations at interview. If you have an out-of-the-ordinary hobby or gap year experience, write about it.

06

Make any gaps in your CV part of your story

If you choose to address gaps directly, be factual and focus on the positives - emphasise your resilience and achievements in the face of adversity.



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