



## The worried student's guide to creating a great graduate CV

**Q.** Help! I've got to write a CV that will get me a graduate job... but how?

**A.** Focus on your skills.

**Nearly half** of recent graduates are working in non-graduate jobs.

**79%** of graduates have done work experience. If you're one of them, it's vital that you make the most of this on your CV.

**81%** of graduate recruiters say they look for employability skills above all – and this is more important to them even than degree subject or result.

You need to translate your work experience into evidence of your skills. This will help you see yourself as an employer will see you.

**Q.** But I haven't got any skills...

**A.** Oh yes you have!

**+** What do employers really want from graduates? A positive attitude. This underpins everything else.

**Person icon** Self-management

**Group icon** Teamworking

**Bar chart icon** Business and customer awareness

**Puzzle icon** Problem solving

**Speech bubble icon** Communication and literacy

**Maths icon** Numeracy

**@ icon** Information technology

**Q.** What does a good CV look like?

**A.** A good CV avoids all the pitfalls that could make it bad.

- Many graduate recruiters hate CVs that are wacky and pompous. Different employers have different attitudes, though. There is a place for the interactive **3D CV**.
- Remember the **30 seconds rule**.
- Don't put CURRICULUM VITAE at the top, don't include a photo unless you are asked to and watch your spelling!
- Don't use Comic Sans.



- Mind the gap!
- Two sides of A4 is the standard length, but if you are asked for more or less, follow the instructions.
- Think twice before you include a personal statement. Think twice before you include a personal statement.
- You don't have hobbies. You have interests.

**Q.** Once I've done this once, that's it, right? I never need worry about my CV again.

**A.** **WRONG!** Find out about employers so you can customise your CV.

Employers **HATE** blanket applications.

Use social media to engage with employers, but in the right way.

Network with employers at careers fairs and employer events on campus.



**Q.** I think my CV's pretty good, but how can I make it even better?

**A.** Make use of another pair of eyes.

Check that your CV includes the keywords that might be checked by a CV screening programme.

Check out the help available from your careers service.

If you are sending your CV directly to someone in the company, it's a good idea to send it in pdf format so you don't lose any of your formatting. However, if you're sending it to a recruitment agency or to a big employer, Word may be a safer bet, as they could be using screening software to scan it.

Keep a copy.

Want some examples? Check out our sample CVs.



Don't trip up when you send your CV. Get your covering letter right.

Ask a friend to look at your CV.

## Want more advice?

Check out all the different ways to connect with us.

GOOD LUCK!

