

Recruiters should be able to easily identify your name, contact details and education.

You'll notice they haven't included a personal statement. It's your choice whether to include one or save space for something else. If you do include one, use it to introduce yourself (your degree course, year, predicted grade) and state any career aims. Avoid generic, unsubstantiated claims, such as 'hard-working'.

Your education is important but recruiters will be more interested in your skills and experiences – see how our graduate has used rows to reduce space.

Don't undersell yourself. Impactful verbs work best, such as 'analysed', 'organised' and 'implemented' rather than 'put' and 'did'. Position them near the start of sentences to draw recruiters' attention to what you achieved. However, don't inflate your responsibilities, for instance, by giving yourself the title of 'project leader' when you were only there for a few weeks' work experience. The recruiter will suspect you of exaggerating.

Give evidence of what you achieved by using numbers and giving specific details. This makes your examples stand out.

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EDUCATION

2013–2016

University of Didcot; BSc real estate. 2.1 grade achieved in first and second year. Final-year modules included landlord and tenant law, planning and development and a dissertation on the valuation of land for affordable housing.

2006–2013

Poole Secondary School and Sixth Form

A levels:

maths (A), geography (B), law (B)

AS levels:

art (B)

GCSEs:

11 GCSEs: all A* to C grades

WORK EXPERIENCE

August 2015

Intern, residential property at Smith & Johnson Chartered Surveyors and Property Management Consultancy

- Updated a database of 500 portfolio investment transactions by telephoning agents to obtain information about sale prices and purchasers to a tight deadline
- Contributed to a series of reports on improving the saleability of residential properties by checking data
- Gained exposure to different types of property and the work of different departments by attending site visits
- Developed knowledge of Landlord and Tenant Act
- Presented to department for 15 minutes on my market comparison research in the Knightsbridge area

Jan–May 2015

Campus tour guide, University of Didcot

- Led 12 campus tours for groups of up to 15 potential students and their parents, highlighting the best features of the university and sharing my personal experience of studying and living in the town
- Responded to questions from tour groups
- Prioritised locations on the tour route to ensure my tours ran to time and every tour group got to see the key parts of the university

July 2014

Assistant estate agent, Thameside Estate Agency, Reading (work experience)

- Responded to email queries from prospective buyers and liaised with them to arrange viewings
- Attended viewings and observed valuations

April 2014

Work shadowing, South Dorset local planning authority

- Attended site visits with planning officers and assisted with their electronic filing
- Assisted planning technicians with the initial stages of commercial and residential planning applications

Jun 2012–Jul 2013 Lifeguard, Parkstone Leisure Centre

- Ensured the safety of customers in the swimming pool; trained regularly
- Answered customer queries on the reception desk, made event bookings and promoted and sold pool membership

Dec 2011–Jun 2013 Sales assistant, DIY World, Poole

- Assisted customers in finding the most appropriate items for their needs and made additional sales – the Poole branch topped the regional sales table on ten occasions
- Handled cash transactions
- Placed stock orders and completed related administration

POSITIONS OF RESPONSIBILITY

Treasurer for university Lifeguarding Society – selected for the role by members' vote, I set the annual budget for socials and promotional events, kept track of finances and promoted the society by representing it on stalls at the freshers' fair and other events.

First aider for St John Ambulance – provided first aid for the public at community events in Poole; attended regular training meetings.

INVOLVEMENT IN MENTORING AND NETWORKING

Participant in careers mentoring scheme in my university department – this involved being mentored by a former student and chartered surveyor, and going into a local secondary school to give a ten-minute presentation on careers in property and getting work experience.

RICS Matrix member – attended formal networking events in the region.

INTERESTS

Netball – competed in the university league, the Didcot women's team coming in the top five of the national league for two years running.

Swimming – competed in local relay races during sixth form and now part of a swimming club.

Beach conservation and fossil hunting – member of the Jurassic Coastline Fossil Hunting Society, spending a couple of days a year clearing the beach of litter and identifying fossil finds.

Your CV should be a maximum of two pages, but make it either one or two full pages. Some recruiters request that CVs are a particular length, so do check the firm's application guidelines.

Recruiters often ask for property-related work experience, but don't underestimate the importance of any part-time jobs that weren't in the field, as long as you make obvious the skills you developed that are relevant to the role you're applying to.

Use consistent formatting. First impressions count for recruiters giving 30-second glances to stacks of CVs. Use one font that is easy to read, headings of the same size for the same kinds of section, and paragraphs, indents and line breaks consistently. If you use colour, make sure it's discreet rather than garish. Bear in mind that your CV may be printed and read in black and white.

Choose headings that suit your experiences and relate most closely to what the firm is looking for. For example, if you don't speak any foreign languages, don't waste space with a languages section where you only list English! But you might like to include an 'event organising' section if you have several examples for it and you can pull out some skills relevant to the job.

Do include your genuine interests as it helps to show you are a well rounded candidate. However, only include ones that you would be willing to discuss in more detail at interview.