



GRADUATE CV EXAMPLE

CV Template Example

To protect our commercial interests and because CVs vary according to individual requirements, we have only given an outline of our CV writing template to give our website visitors an idea of thought processes used and approaches adopted. We provide a useful narrative for creating an interview-Winning CV.

We write all CVs from scratch – all CVs are bespoke-written according to customer needs. **We are NOT a CV-editing service** because we give great attention to detail and actually think about an optimal CV strategy rather than just editing or re-formatting an existing CV. We pride ourselves in writing effective personal marketing documents for executives, professionals, technical professions and graduates.

Writing Bespoke Graduate CVs

The structure and order of each CV varies according to candidate needs, but we follow a similar proven format for the first 3 sections of graduate CVs. CVs are further customised using relevant CV headings.

PERSONAL INFORMATION & CONTACT DETAILS – getting the basic information correct!

PERSONAL PROFILE & HEADLINE - setting the agenda by focusing the CV towards targeted roles.

EXPERIENCE, SKILLS & QUALITIES PROFILE - profiles any achievements, key skills and core competencies.

The next two sections will be ordered differently depending on the candidate profile and CV strategy.

EDUCATION ACHIEVEMENTS – looking for evidence of academic achievement and self-development.

WORK EXPERIENCE – profiles any useful vacation, part-time, placement and voluntary work experience.

Other sections will be added as deemed fit according to candidate profile, targeted jobs and CV strategy.

PERSONAL INFORMATION & CONTACT DETAILS

Including name, correspondence address, email address and contact number.

May include other elements directly relevant to targeted job roles and clearly add value.

PERSONAL PROFILE & HEADLINE

The personal profile carefully positions and targets the candidate towards targeted job roles and can include various different aspects depending on the candidate. The idea is to get employers interested, create the right impression and persuade them to read on using an effective personal profile.

- **Headline:** To focus CVs according to target roles and core CV elements (grabs attention of recruiters).
- **Career Motivation:** Having a strong career motivation and a passion for something can benefit CVs.
- **Career Objective:** Being specific about the targeted role and showing the benefits of employing you!
- **Core Experience:** Summarising work experience, academic achievement and other important aspects.
- **Core Expertise:** Areas of specialisation, some core skills and any unique selling points from graduates.



PERSONAL PROFILE – continued...

A personal profile will summarise to recruiters what a candidate is all about. A good profile will bring out key elements and successes to capture the recruiter's attention and persuade them to read on. **Please remember, candidates tend to have approximately 30 seconds to make an impression with recruiters!**

Our profiles look to position recent graduates towards entry, assistant or trainee roles, whilst showing excellent long-term career potential and possessing relevant transferable skills. For more experienced graduates, we can carefully target specific job roles. It is all about building up initial experience before seeking to progress in a career unless graduates have exceptional talents to be 'fast-tracked'.

In addition to profiling core work and academic experiences, we will also mention relevant skills such as effective communication, team building, analytical ability, attention to detail, problem-solving and other core skills. The same goes for important personal qualities like a confident approach, making a difference, strong commitment to a career and professionalism, etc.

EXPERIENCE, SKILLS & QUALITIES PROFILE

One common weakness is candidates failing to tell recruiters exactly what they are good at. We always include a skills profile building core competencies relevant to targeted job roles, whilst highlighting key skills, areas of expertise, training and work experience. **This is all reinforced by profiling any achievements within this section to give further credibility and help differentiate candidates away from the competition.**

It is much more than just a list of skills and qualities because we use different ways of adding value to CVs and presenting the information. This makes it **easier for recruiters to find the information they are looking for** when scanning the CV as well as **giving a clear message by telling recruiters exactly what candidates are good at and what they want**. For graduate CVs, we focus on four core areas...

- **Showing strong career motivations** – providing solid reasons for choosing any particular career.
- **Giving clear career objectives** – giving recruiters a clear vision of candidate career aspirations.
- **Demonstrating clear long-term potential** – leaving a good impression and thinking long-term.
- **Profiling transferable skills and qualities** – adding value using relevant skills, qualities and experience.

These competencies will no doubt vary according to the individual and career path. For example, some people may not too much work experience but may have excellent specialist knowledge in certain areas, so the emphasis of the CV will clearly change according to the candidate. We offer a flexible approach, so additional sub-sections maybe included to highlight areas of relevant work experience, transferable skills or special circumstances requiring a completely different approach to the CV.

EDUCATION ACHIEVEMENTS

Education is important to show evidence of structured learning and overall future potential of graduates. This is very important for graduates because this often the most recent and significant experience of their lives. Therefore, education will inevitably feature very prominently within a graduate CV by profiling core subjects, areas of specialisation, teaching methods, major projects and any other achievements. We capture educational achievements in the most appropriate way to add value by incorporating...



EDUCATION ACHIEVEMENTS – continued...

University course information requirements...

Course Title and Grade:

University Institution:

Location:

Dates:

Key Courses:

Areas of Specialisation:

Dissertation:

Any Achievements:

WORK EXPERIENCE

Optimising work experience can be difficult when writing CVs, so we will clearly structure this section under simple customised headings and use employer information in an optimal format. We acknowledge business activities of each employer as well as summarising key elements for each role. We add value by presenting all information in a reader-friendly manner, so enabling recruiters to find the information they are looking for when scanning the CV.

Graduates will often lack professional work experience so we would seek to build up transferable skills in any employment role. Chances are graduates would have picked up some relevant work, placement, voluntary or part-time experience over the years, so it is a matter of selling skills, qualities and experience in a credible, effective and sensible way without exaggerating anything. We evaluate the following work experience attributes and look for credible examples of where candidates have applied their skills in a work context, whilst leaving a good impression and showing potential to be successful in any given role.

- Relevant work experience
- Relevant voluntary experience
- Academic work placements
- Building up transferable skills
- Profiling additional responsibilities
- Highlighting administration skills
- Highlighting technology skills
- Highlighting customer service skills
- Ability to learn and develop
- Special projects or tasks
- Areas of specialisation
- Supervisory experience
- Exceeding targets (i.e. in a sales role)
- Team working and people skills
- Organisation and time management
- Aspects showing wider career potential
- Other elements that could add value



WORK EXPERIENCE – continued...

We group together similar activities under discrete and relevant headings, whilst **always seeking to profile evidence of suitability and give credible examples of how candidates have applied their skills, expertise and experience in different job roles.** Again we look to reinforce the core competencies as identified in the above Experience, Skills and Qualities Profile to show solid credibility for a successful long-term career and demonstrate confidence and growth potential in the candidate.

Job Title

Employer:

Location:

Dates:

Company Activities:

Job Description Details:

Areas of Expertise (if any):

Achievements (if any):

TRAINING & DEVELOPMENT

Employers look for evidence of wider learning, career development and overall potential. In particular, employers look for investment in training, professional qualifications, skills development and any other company-specific training. It is very important to profile any relevant courses, training and important vocational learning experiences for graduates.

We use this section reinforces any work experience, skills, expertise and achievements. Graduates are likely to have experienced minimal training, skills development and other courses. Technology skills training like computing skills and proficiency in Microsoft Office applications become important.

OTHER ACHIEVEMENTS

Aspects included within this section will help to clearly differentiate candidates as we look to profile wider evidence of achievement and recognition. This can include additional responsibility, special awards, completing specific projects and charity fundraising for instance.

- Completing special projects
- Academic Recognition / Awards
- Charity Fundraising Projects
- Special Achievements / Awards – Duke of Edinburgh Scheme

OTHER INFORMATION - OMITTED

Activities & Interests: These maybe included if activities & interests add value or there are achievements

Referees: Avoid including reference details or references available on request (clearly adds no value).



SO, IN CONCLUSION...

Graduate CV writing is very subjective, making every CV different from the next! Whilst being unable to show our actual CV template for commercial reasons, we hope you can appreciate the considerations, approaches used and level of detail and attention given when creating an interview-Winning CV!

Why not invest in your career by getting your CV professionally-written by CV writing experts. Boost your job search, chances of securing interviews and long-term career prospects with a sound career investment!