

CV Template: CV structure, layout, content and headings will differ according to candidate background, skills, experience and targeted jobs.

CV Writing Services: All CVs are carefully crafted and adapted to match candidates to targeted Jobs. Invest in your future career with Winning CV!

WINNING GRADUATE CV

*Includes: Personal Details, Residential Address, Contact Details
Driving Licence, Employment Mobility, Work Permit Details (if relevant)*

CUSTOMISED PROFILE HEADING HERE!

Key headline 1 (i.e. Graduate) + Key headline 2 (i.e. major quality) + Key headline 3 (i.e. core skill)

Personal profile – Candidate overview – 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 Recruiters attention** and **persuade them to read on – only 30 seconds to make an impression!**

Our profiles would include any of the following for potential **Graduate Trainees or Starters**: Highlighting an ability to learn and develop (**career potential**), professionalism and commitment to a career (**career minded**) supported by **key skills** and **personal qualities**. Also, profiling any useful work experience, special projects, team working and any achievements to **differentiate from other candidates**. The aim is to market candidates as being balanced, capable and adaptable backed up by any academic achievements, relevant skills and work experience. Winning CV makes a personal profile **credible** and **focused** towards **targeted** job roles.

A carefully crafted personal profile will be **clear, well worded, simple** and **persuasive**. A Winning CV profile will say everything in a short paragraph - **no more than 4 or 5 lines long for impact**.

CAREER OBJECTIVE

Winning CV will find out candidate motivations and career objectives and link this into an ideal **Job Role** or **Target Role**. We aim to link in any core skills, motivations and experiences into a persuasive career statement. This shows a candidate as being career focused, professional and gives a considered overview of what the candidate is looking for. We hope to give a more **meaningful career statement** rather than just saying 'I want this job title!'

EDUCATION

Key educational experiences, qualifications and professional study will add value to a CV. **Education is most relevant and most recent for Graduates** (and school leavers) so it is important to **market transferable skills** and **academic courses** effectively.

Winning CV will highlight all the most relevant or specialist courses, grades (where applicable) and study establishment details in a simple and structured format. **Additional aspects** like major presentations, dissertations, evidence of group working and company placements will be covered where possible.

Recruiters also look for **additional achievements** (special awards), significant contributions or membership of certain societies. Education is more than just going to school or university so thinking long and hard about what you did is important, especially if candidates have limited work experience.

Educational achievement is extremely important when recruiting Graduates. Evidence of past performance in education can give a significant indication as to likely success in the work place.

Overall, Recruiters tend to seek candidates with **good career potential** who are **capable of learning** and **developing over the longer term**. Often, the future of organisations relies on effective recruitment, training, coaching, skills development and professional qualifications. Recruiters look to **invest in good candidates** who have the potential to develop a successful career. Winning CV matches this requirement by selling any evidence of career and learning potential when writing a Graduate or Starter CV.

USEFUL WORK EXPERIENCE

Optimising work experience can be difficult when creating a CV. Winning CV will **clearly structure work experience** under simple headings, job titles and dates of employment. A short sentence on one line will seek to summarise the main activities of each business as well as referring to size, scope and reputation.

Winning CV uses **discrete headings** followed by a short sentence clarifying and summarising each element of a job role. It enables Recruiters to quickly refer to key aspects of a candidates work experience as they can easily scan for headings and key words.

Discrete headings usually refer to the **job remit** (main responsibilities), **special projects** and **any core skills**. Wherever possible, Winning CV will reinforce work experience by bringing in **relevant achievements** for each particular job role.

Our design is carefully thought out in order to provide a good summary of experience, skills, projects and achievements. Discrete headings also help with **customising a CV** further, it generally looks good and it is a better way of formatting work experience on a CV.

Graduates may only have very limited work experience. Vacation and part-time work is all useful experience gained and Winning CV will make even limited work experience sound more appealing. It is about showing **adaptability**, identifying **key skills** and conveying experience in a **professional** and **structured way for Recruiters**. University placement experience and associated work projects will be mentioned if relevant.

SKILLS PROFILE

A **comprehensive skills profile** will reinforce any useful work experience. A Winning CV will not only highlight the top-level skills and qualities, but places them into a framework for success. It is all very well listing skills and qualities, but Winning CV adds further value by giving an insight into how and why a particular skill is used.

This makes a skills profile **more meaningful** and **relevant to the Recruiter** looking at a CV. It highlights what a candidate is good at (**core strengths**) and shows that considerable thought has gone into making a CV.

It is far better and more sophisticated than just having a plain list of skills. Tailoring a skills set will further **customise a CV** and the CV will become a much more of an **effective personal marketing document**.

TRAINING & DEVELOPMENT

This section reinforces any work experience, skills and achievements. Recruiters look for structured learning, an ability to develop skills further and achieve professional qualifications. **This section maybe difficult to complete for Graduates or Starters with limited work experience. Greater focus will be placed on developing an effective Skills and Qualities profile instead.**

Winning CV encourages candidates to highlight any useful or relevant courses and seeks to profile them accordingly. Companies tend to invest more in good employees and Recruiters will certainly look for candidates with good training experiences. Larger organisations often have larger training budgets, more regular training and a wider selection of structured learning activities. Specialist and 'soft skills' training also adds value.

ACTIVITIES & INTERESTS

Activities and interests are important. They give a broader view of the candidate as well as highlighting other key transferable skills that could be applied in work situations.

A successful track record in personal activities can also show different motivations and demonstrate a wider level of achievement. For instance, **success at home could mean success at work!!**

Activities and interests can be talking points and help to break the ice at interview, particularly if the interviewer has similar interests in common. **With less work experience, Graduates may place more emphasis on activities, interests and achievements outside of the work place or in academia.** Charity work and volunteering personal time also appeals to prospective employers.

Think carefully. Using the Internet can imply PC literacy skills, etc. Avoid things like socialising.

ANY ACHIEVEMENTS?

This section summarises any personal, academic and work achievements. Winning CV hopes to bring out any examples of where candidates have made a significant contribution in some way. Successful contributions help **differentiate candidates** from others, demonstrate **good personal qualities** and add value to a CV.

Consider things like Duke Of Edinburgh Award schemes, winning competitions, sporting achievements and excelling in all kinds of individual or group activities.

WINNING CV - NO NEED FOR REFEREE DETAILS!

Winning CV sees **no value** in adding referee details to CVs. Candidates unnecessarily divulge personal information of referees. Recruiters will ask for references as part of the recruitment process following job interview(s) and receiving a **formal job offer**. Referees are not required on a CV.

We hope you can appreciate the work and level of detail we place on producing a Winning CV. It is important to get it right and there are lots of different considerations to be made. Please consider us if you need help writing a CV.

CANDIDATE PROFILE / DESCRIPTION

- A graduate with some relevant work experience - looking for that 1st job.
- CV showing a potential to learn & develop / academic achievements.
- Covering letter bringing out key elements of the CV, skills and qualities.

KEY SELLING POINTS

Building up a skills / qualities profile as well as demonstrating long-term potential.



Copyright: Winning CV – 2010

Winning CV – Starter / Graduate CV Writing Services