The perfect Graduate CV

We've read a load of blogs and best practice guides about crafting a perfect graduate CVs and below is what we've picked out as the core elements that you should include. Try tailoring these elements into your own CV and don't forget to update and tweak your CV to reflect each role's specific requirements.

Contact: Include the best number to contact you on. A professional email address and if you have one a link to your LinkedIn profile or online portfolio - Don't forget to hyperlink to them.

Name: Keep it big, front and centre.

Address: Do you really need to include a postal address? Removing it can save you space and make the top section cleaner and easier to read.

First Last

07123456789 | firstlast@email.com | linkedin.com/flast

Statement: Keep it brief and relevant to the role you're applying for.

Include a brief personal statement, an overview of who you are what you've studied, what you're looking for in a role and what you can bring to an organisation. 5 or 6 sentences max.

Tip: Don't include a photo. Your application should be judged on your knowledge and experience not your looks.

Education

Degree: Include your university, the years, the degree and your grade. Give a brief overview and pick out a few modules from your course that are most relevant to the application.

University Name | Year From - To.

BA (Hons) Degree Name | Grade

Include one or two sentences as an overview.

Modules Included:

Digital Strategy
Brand Management
Creative Design
Campaign Monitoring

Include any societies or extra curriculum activities you completed.

Tip: Break your CV into sections.

Tip: Usually you would put your work experience first but as a graduate CV, you place your education at the top.

College Name, Town | Year From - To.

A-levels: nearly all employers will want to know your A-level results. Also include any other qualifications or certifications you achieved.

A Levels

Business Management (A*)
Geography (B)
Computing (A*)

Again include any additional qualifications, societies or extra curriculum activities you completed.

Tip: Breaking lists into columns will save space and make the CV look cleaner.

Tip: Including societies & other activities show that you engaged in university life and went that extra mile.

Secondary School Name, Town | Year From - To.

GCSEs: Also include your GCSE results, include the number GCSEs and your grades and then highlight 4 or 5 core results including Maths and English.

GCSEs

9 A-C's inc. Maths (B), English (A) [and include 2 or 3 relevant ones]

Experience: Include any previous experience, no matter how small you think it is. Work Experience as part of your A-levels or even relevant project work in university.

Work Experience

Tip: Start with the most recent role first and work backwards.

Job Title at Company | Start - End Dates.

Include a few sentences outlining your responsibilities and the skills you demonstrated. If you have a lot of really varied experience, it is sometimes preferable to put your most relevant experience first. You could also include the reason for leaving. Don't worry about including your salary.

Job Title at Company | Start - End Dates.

Again Include a few sentences outlining your responsibilities and the skills you demonstrated. If you have a lot of really varied experience, it is sometimes preferable to put your most relevant experience first. You could also include the reason for leaving.

Tip: Don't be afraid to include volunteer experience in your work experience section.

Job Title at Company | Start - End Dates.

Again Include a few sentences outlining your responsibilities and the skills you demonstrated. If you have a lot of really varied experience, it is sometimes preferable to put your most relevant experience first. You could also include the reason for leaving.

Skills: Just like experiences, no skill is too insignificant as long as it has some relevance to the role you're applying to.

Skills Profile

Tip: For sections like a skills profile consider using a simple table where you can clearly show the skill and what you have done or can do.

Name of Skill	This section should be tailored for each application to highlight the skills that the employer has listed in the job description.
Name of Skill	This is also a good place to include specific computer programs you are familiar with, as well as any special skills such as blogging/social media, web design, languages spoken, and if you can drive.

Interests: This is a good opportunity to put your personality across. Try to make your hobbies sound interesting but also constructive.

Interests

Name of Interest	Keep this section brief and focused.
Name of Interest	Think about which of your interests might align with the interests of your prospective employer.

Tip: Don't be afraid to include interests like sport. It might sound a bit basic to include but including sport for example shows you're active, motivated and in most cases a team player.

References: Do you add "References available upon request." Or do you detail the person, job title, organisation and contact details? Or should you include them at all?

References are an easy way to end a CV and if you need to bulk out that second page its a good way. However you may already have a reference provided to you from a previous employer or a university lecturer, if you do, adding a quote as a reference is a great endorsement and end to your CV.

Tip: Don't forgot to :

- keep it to two pages.
- proof-read and spellcheck.
- unless requested otherwise, save it as a PDF.
- use a font that is easy to read
- leave margins for the reader to write notes.