

STARTING YOUR CAREER SEARCH

CV TIPS

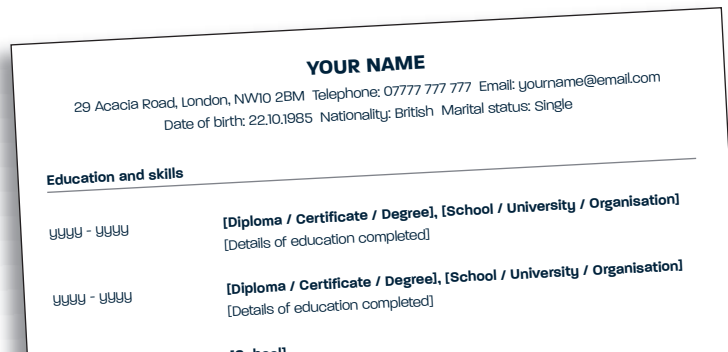
Putting a CV together for the first time can be extremely difficult. There are a number of different styles that you can use and different content you can include. We have included a template CV for graduates below. After a number of years of recruiting graduates this is the kind of CV that we like to see. However CVs are personal things and it is important that you are 100% happy with your CV before you use it to apply for a job.

Regardless of the template you choose to use, it is important to have a well laid out CV, which clearly shows your educational background, along with work experience you have completed and any other skills or interests. Hopefully this template will be helpful, and will start you thinking about how you would like your CV to look. However, we know that everyone doesn't fit into a template and it is important you show all your skills and achievements in a logical manner.

HINTS AND TIPS

Here are a few of Smith Howard's tips to help you construct your graduate CV:

- **Keep your CV to one page** – graduates do not really have enough work experience to stretch to a two page CV
- **Do put a positive spin on all of you achievements**, but don't get too detached from the truth!
- **Don't leave any unexplained time periods**, for example if you have taken a gap year between school and university, make sure that this is covered in a section of your CV



— **Think about all of your skills and achievements before starting your CV**, once you have a full list, think about what are the most important things to include and the most logical way to group them in your CV

— **Be sensible about what you include.** Keep everything as relevant and up to date as you can. For example, think about your achievements at school and whether they have been superseded by something at university

— **Only include relevant work experience** – internships should definitely be included. Any other part-time work or summer jobs should only be included if they are relevant to the job that you are applying to or show you have a particular skill, e.g. your ability to manage your time

— **Think about whether you need to be explicit in your references or not** – an organisation will always ask you before they contact your referees and this will normally not happen until the end of the recruitment process

— For candidates educated in England/Scotland, include a detailed list of your A-Levels/Highers, but just give your headline grades for GCSE/Standard Grades, e.g. '5 A*s, 3As and 2Bs at GCSE' (you might want to draw attention to your maths grade if you did all arts subjects at A-Level)

	[School] [Details of A-Level, IB, etc. subject and grades]
yyyy - yyyy	[Details of other skill achievements], [Organisation]
yyyy	[Include all languages and proficiency.]
Languages:	[Details of IT skills you possess, aside from a working knowledge of Microsoft Office]
IT Skills:	
Work experience	
mtm - mth-yy	[Company / Organisation], [Location] [Job title] - [Details of position and responsibilities]
mtm - mth-yy	[Company / Organisation], [Location] [Job title] - [Details of position and responsibilities]
Personal interests	
- Details of personal interests that show the softer skills that you have gained and give 'flavour' to you as a person. You could consider splitting this section into heading for example:	
- Finance – Maintain my own investment portfolio, generating average returns of 20% over the last 2 years	
- Charity – Ran the London marathon raising over £2,000 for charity	
- Sport - Captained my football teams throughout school and university	

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