

Graduate CV template

Name:

Address:

Mobile No:

Email Address:

Career Profile

Use this section to describe yourself and what skills you have gained from your education that is relevant to the role you are applying. Make sure you include a career objective that states you are looking for exactly that role.

Education

This section is very important for new graduates as it highlights you are a new job-hunter and you can directly relate parts of your education to the roles you are applying. Make sure you include the components of your course that are relevant to the job you are applying to.

Experience

If you don't have much work experience to put in this section, make the most of what you have. Highlight prominently any experience that is directly related to your target role. This could be paid or unpaid work. Examples of this includes: student placements, voluntary work, charity fundraising activities and any positions of responsibility you have been in. Make sure you highlight in this section any other activities which show your capabilities. This could be in sports achievements or any entrepreneurial activities, for example.

Additional Activities

You can use this section to outline any activities you have performed that are relevant to the role you are applying, or that will help put you in a good light to potential employers. This could be any extra roles you had at University, for example being editor of the Student Magazine or running an online forum for film students.

Relevant Skills

In this section you can put any skills you have that are relevant to the job you are applying for. This could include strong IT skills or any language skills you have gained.

Interests

It's useful to write any interests you have outside of work, preferably those which put you in a good light. This could include volunteering etc.

References

You don't need to list your references here, just ensure they know you have 2 ready to hand if they ask.