

Insider guide

Advice for a knockout CV

Some pointers from our team to help you get noticed and impress potential employers

timberseed.

Essentials

Your CV should be **clear, concise** and include **accurate** information.

Make sure the **dates** on your CV match up (avoiding a common mistake), and check your **statements** for **spelling** and **grammar** errors.

Start with your Profile

Begin your CV with a **Profile**. This is like an executive summary of who you are and what you're interested in.

A **short paragraph** (comprising 3–4 sentences) should be plenty. This is the first part of your CV that a hiring manager will read, so it's important to be as **'punchy'** as possible. It's your chance to get your personality across.

Remember: **first impressions count.**

What you should include on your CV

Education

Do:

- include your dates of study for school and university
- list out your A-levels
- make sure you provide all grades or predicted grades
- highlight any CV gaps, such as time off between school and university
- ensure your academic results are at the top of your CV

Don't:

- list your GCSE results, as your A-levels and degree out-rank these
- provide all the modules you studied, unless this is relevant to the roles you're applying for
- over-elaborate on your thesis – keep this to a concise summary

What you should include on your CV

Work

Do:

- have sub-section covering your Responsibilities and Achievements
- use a bullet-point format, and sentences starting with a verb for an active voice
- include complete dates (month and year)
- ensure your Work experience is weighted appropriately
- be too lengthy; you don't need to write down every aspect of your role
- overuse superlatives; hiring managers will see through this
- use jargon or acronyms
- overly complicate the formatting of your CV; there's no need to use tables or pictures

For example, a six-month internship should have more detail than a one week placement, or a bar job

- include targets, if your role involves working to targets

Other key sections

- Make sure you include an **Interests section**, as these are often talking points in interviews
- Highlight any **Extra-curricular activities** or **Achievements**, from sports to societies

A well-written CV should be no more than **two pages** in length

Good luck!

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