



QUICK GUIDE TO A GREAT CV

BE PREPARED

Read the person specification and job description thoroughly. If you don't have one then look at our website, www.boxedjobs.co.uk to see previous examples or use the Internet – e.g. Wikijobs or the Student Room.

Gather together your 'information bank' – all the details you might want to include in your CV.

Think about how you will tailor the content to fit the job description and the company. Identify the 'key words' used by the employer to reflect your CV.

GET STARTED

Choose your headings wisely. Only 30 seconds to impress – what do you think a recruiter needs to know first? There are many templates available however it is your personal advert.

Get the employers attention and leave them interested enough they want to find out more.

Highlight achievements within your academic life, work experience and extra curricular activities.

Provide evidence of your skills – don't just list duties you have undertaken, or courses you have completed. Show what you have gained and have to offer.

Demonstrate the impact you had in previous roles – use persuasive and positive language. 'What value do you add to the role?' Be convincing and confident in your narrative.

PRESENTATION

Have a clear style and use a clean and easy to read font – no smaller than 11 point.

Be concise and use short snappy statements that catch the reader's attention.

Do not include unnecessary personal details (e.g. date of birth, marital status, national insurance number)

Break the CV up with headings and sub headings. There are many templates available online and at Boxed Jobs so use them.

Use Bullet points.

Keep to no more than 2 sides in length and keep it concise.

Double check spelling and grammar, Boxed offer a CV checking service to help you so why not get an independent assessment.

TOP TIPS

Avoid sending the same CV to several employers; always tailor it to suit the role and the company.

Only say things that you can evidence.

Keep it concise and to the point.

Make sure you have the permission of your referees to use their details.

Don't undersell yourself – be proud, it's your personal advert.

Save and send your CV as a PDF to ensure the employers receives it in the format you intended.