

Are you writing your 1st CV ?

We've produced a short guide to help now that you're looking to start your career

Embarking on your career after education should be exciting. But it's common to face the frustrating situation of needing experience to get a job, but needing a job to get experience. The skills that employers need and value aren't only developed through work, So don't panic. The trick to writing a CV when you have limited work experience is finding creative ways to show you have the transferable skills needed to make you a fantastic hire.

1 Open With A Personal Statement

Keep it short and simple, up to 200 words (ish) should be enough to introduce you and include some pertinent details like your education level and career agenda. Set out what you're looking for – this'll help the recruiter ensure this could be the right job for you.

2 Identify Your Most Impressive Qualities And How You Developed Them

A CV is essentially a sales pitch. So it's important to figure out what about YOU you're selling. Consider the things you're good at, regardless of whether they're "professional" qualities or not. Then, match these to the skills that are on the advert or Job Description you're applying to and make sure you include them. The Company's website will also help you identify the values or behaviours important to them.

3 Not Sure If Your Skills Are What They Want?

Make a list of your qualities before adding them to your CV will help. Are you a star on the hockey pitch? That's teamwork and drive. It's also good communication and resilience.

Do you write a successful blog? You're creative and good at written communication – also proactive and self-motivated. Having this information recorded separately will make it easy to access as you complete your first CV, and as you update it too.

4 List Skills And Achievements, Then List Any Jobs

If your work experience is limited, focus on identifying your achievements and Key Skills before listing any jobs. An employer will see these combination with your Key Skills as far more interesting than just a one-liner detailing that you worked for a supermarket for 1 year. The skills you developed in that post are what they are going to focus on. Your pre-written list of skills, and how you developed them, will come in useful for this section.

5 Don't Forget The Obvious

Do you have a driver's license?
Can you use a range of software packages?
Are you confident with different social-media platforms?
Do you fluently speak multiple languages?
These are important skills when it comes to writing a CV, Every bit counts.

6 Treat Volunteering Or Extra-Curricular Activity Just Like A Job

Combine your work history and volunteering/extra curriculum in one section with the most recent first. Outlining the organisations, your role, and what you did.

Whether you volunteered at weekends for the local animal rescue centre, are the captain of the rugby team, completed your Silver Duke of Edinburgh etc – these experiences are relevant when applying for your first role as they will have helped you develop the soft skills needed to be a credible candidate and an enthusiastic employee.

7 Elaborate On Your Further Education

Further education is a great source of transferable skills. If you have it – use it. Did you write a dissertation/ do coursework? Then you can talk about your research ability. If you gave presentations, you can outline your communication, public speaking and PowerPoint skills. Mentioning skills gained through group project work will show you've developed your independent organization and planning. Don't make the mistake of leaving blank space in your CV just because you're lacking in actual work experience. Work isn't the only place you've developed or learnt new skills.

8 Finally – Add Some Personality!

Run a marathon? Won an award? Skydived? Put it on your CV.

Employers receive hundreds of applications for each Entry-level or graduate job. Standing out and being memorable is a big boost towards getting called in for interview. Don't be afraid of letting who you are, shine through!

SUMMARY

1. Personal Statement
2. Skills and achievements
3. Experiences – work, volunteering, extra curricular
4. Education

