

Graduate CV template

This template outlines some ideas for putting your CV together. We can help you tweak it once it's done.

Your full name

Your home address

Your home phone number

Your mobile phone number

Your personal email address

Personal Statement

Your personal statement should be no more than 5 sentences and describe how you can help an employer to prosper.

Be careful to avoid clichés and do try to tell the recruiter something unique. When the employer has finished reading your profile they should know your areas of technical knowledge, years' experience and what it is you enjoy doing.

Education

List any relevant courses and qualifications with the level or grade if appropriate. You may also want to include specific projects or achievements.

Example:

MSc Waste and Resource Management, 2016-2017, University of Central Lancashire, Merit

Modules: Strategic Sustainable Development, Clean Technology, Biosphere, Environmental Management, Business Planning, Business Ethics, Supply Chain Management, Sustainable Design

Dissertation: Rethink, Redesign and Rebuild a Strategic, Sustainable Food Waste System of UCLAN

Achievements

- Academic Scholarship awarded twice during course.
- Conducted comprehensive waste trial in student halls to gauge recycling rates and investigate feasibility of food recycling. Gained valuable insights to develop recycling improvement systems.

Key skills and Achievements

Technical or hard skills are easy to identify and you will likely have certifications or qualifications that attest to these.

It is important to also include your "soft-skills" such as communication, organisation, leadership, problem-solving and analysis. The best way to do this is to choose specific examples to demonstrate how, where and when you have used the skill, tell a story and if possible quantify the achievement.

Career summary / Internships

List your employment history in reverse order, starting with your most recent job first.

Dates from and to, Company name, Job title

Tell a couple of stories – projects you are proud of that demonstrate your key skills. Be specific, outline exactly what you did, what the outcomes were and detail the numbers involved.

Your past work experience may not be related to the field you are looking to start your career in and that's ok, keep in mind the competencies that each of your roles are demonstrating.

Voluntary Experience

Volunteering is a great way for your dedication and passion for your sector to shine through. It can be difficult to gain experience relating to your field of work but volunteering with organisations such as Keep Britain Tidy or Fare Share can give you the experience you need to set yourself apart and land your first graduate role

Awards and membership of professional bodies

List all relevant awards and memberships including years' of achievement.

I.e. Graduate member of the CIWM

Interests

Show them you are a well-rounded individual and demonstrate your dedication in areas outside of work such as sport

Referees

Either provide two referees (usually people you used to work for) or state 'Available on request'