

A great CV is your marketing document to sell your skills, experience and motivation to gain entry to the next stage of the interview process. We've collated these tips to give you a helping hand.



## Graduate CV tips

### BE(E) YOURSELF, AVOID BUZZWORDS



A CV is ultimately meant to reflect your personality and experience. Avoid using buzzwords, consider your evidence for any claims you're making about yourself in your CV, and get a friend to read through it and give you some feedback.

### MAKE YOUR MODULES CLEAR

If you're a recent graduate you may not have much experience, so it's helpful for us to see what modules you've taken in your final year and the grades you've already achieved. This is useful even if you don't have a final moderated degree award yet.



### PLACEMENTS

If you've completed a placement – great! Tell us about where it was, and the work involved, but more importantly, what your specific tasks were and what you learned. If you have not completed a placement, be honest about why.



### KISS – KEEP IT SHORT AND SIMPLE

Edit out any waffle. Graduate recruiters see hundreds (sometimes thousands) of CVs, so keeping yours 'to the point' will make it easier to read. Brevity is a valued skill in business!



### TELL US WHY

We're really interested in why you want a career with us. Include what motivates you, what you enjoy and what do you want to achieve from a career in construction or engineering.

