



The Graduate

CV Writing and Interview Techniques

Writing your Graduate CV



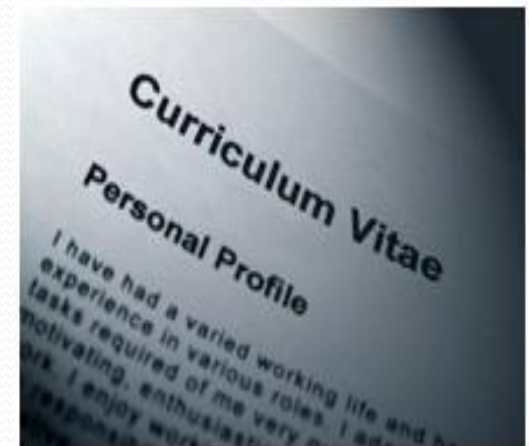
- Why is this important? – Information or Selling Tool
 - Your CV is your first point of contact with an employer
 - With rife competition you need to stand out

Things to include:

- Profile
- Education
- Achievements
- Experience
- Interests
- Contact details

Things to think about...

- Your email – is it professional ?
- Social media presence – Facebook, Twitter, LinkedIn
- Content – is it relevant?
- Layout – is it in correct order?
- Contact details



Finally – Proof Check!!

- Grammar and Spelling
- Get someone else to look over your CV and check for mistakes or improvements



Interview Guidance



- Research & Preparation
 - Internet – company website
 - Publications
 - Networking
 - LinkedIn
 - Who do you know?
 - Dress Code
 - How to get there – transport and location



- What to take

- Examples of relevant university work
- Full CV
- Photo proof of ID
- Certificates

- The Interview

- Just as much for interviewer as you
- Be proactive – ask questions
- Be attentive – listen & respond

- After the interview
 - If you get offered the position then well done! Remember many graduates do not get the first position they are interviewed for
 - If you don't get the job ask for feedback
 - If you have used an agency make sure that you work with them and keep in touch
 - If you have applied direct, contact the interviewer and ask for feedback.



Any Questions

Contact details

Christine Newman

Email: info@thegraduaterecruitment.co.uk

Telephone: 01604 622100

Website: www.thegraduaterecruitment.co.uk