

Graduate CV Checklist

Your step-by-step guide to building a standout CV

Step 1	Start with the essentials: ● Full name (bold, slightly larger font) ● Professional email address (no nicknames or novelty domains) ● LinkedIn profile (only if updated and relevant) ● Phone number ● Location (City and county is enough)
Step 2	Write a Strong Personal Statement A short paragraph (3–4 lines) that summarises: ● Who you are (your degree or area of study) ● Your key strengths or relevant experience ● What type of role or industry you're seeking ● Tailored to the job you're applying for  Example: <i>Recent Business Management graduate (2:1, University of Birmingham) with internship experience in project coordination and a strong interest in operations and data analysis. Keen to contribute organisational skills and a proactive approach to an entry-level role in logistics or supply chain.</i>
Step 3	Highlight Key Skills Include a bullet-point list of 5–8 skills relevant to the job: ● Technical tools (e.g. Excel, Canva, Python) ● Soft skills (e.g. communication, leadership, teamwork) ● Industry-specific terms (tailored to the role)  Tip: Use the job advert to match language and keywords.
Step 4	List Your Experience Use reverse chronological order. For each role or project: ● Job title, organisation, and dates (month/year) ● 2–4 bullet points describing what you did ● Focus on achievements and use action verbs ● Frame examples using the STAR method (Situation, Task, Action, Result)

	 <i>Example:</i> Marketing Intern, Green Media Agency June–August 2024 ● Managed weekly content for Instagram and LinkedIn, growing followers by 20% ● Designed email newsletter using Mailchimp with 35% open rate ● Supported the launch of a client campaign by coordinating tasks with 3 departments
Step 5	Education Section Include: ● Degree title and classification (or predicted grade) ● University name and graduation year ● Relevant modules or projects (if applicable) ● A-Levels and GCSEs – summarise briefly (e.g. 3 A-Levels, including English and Biology)
Step 6	Additional Sections Include these if relevant ● Volunteering or extracurriculars (focus on leadership or teamwork) ● Certifications (e.g. Google Analytics, First Aid) ● Languages or technical proficiencies Awards or scholarships
Step 7	Final Checks ● CV is no more than 2 pages ● Consistent font, spacing, bullet points and layout ● No spelling or grammar errors (proofread or use a checker) ● Saved as PDF (unless asked for another format) ● File name is professional (e.g. John_Smith_CV.pdf)