

# CV Tips

For a Career in STEM



# The Purpose of a CV



A common misconception of the purpose of a CV is that it is purely there to land you a job...

However, the real purpose is to land you an interview!

# Relevancy & Research

Before you create your CV it is important to do your research on the company and the role you are applying for

This will ensure your CV is relevant and specific



# Relevancy & Research



To do this, you should use:

- Company Website
- Company Social Media
- Person Specification
  - Job Description

# Tips for Presentation

Keep it concise - 2 sides of A4

Use an easy-to-read font

Be consistent with the layout

Personal information at the top

Proofread!



# What to Include

Personal Statement

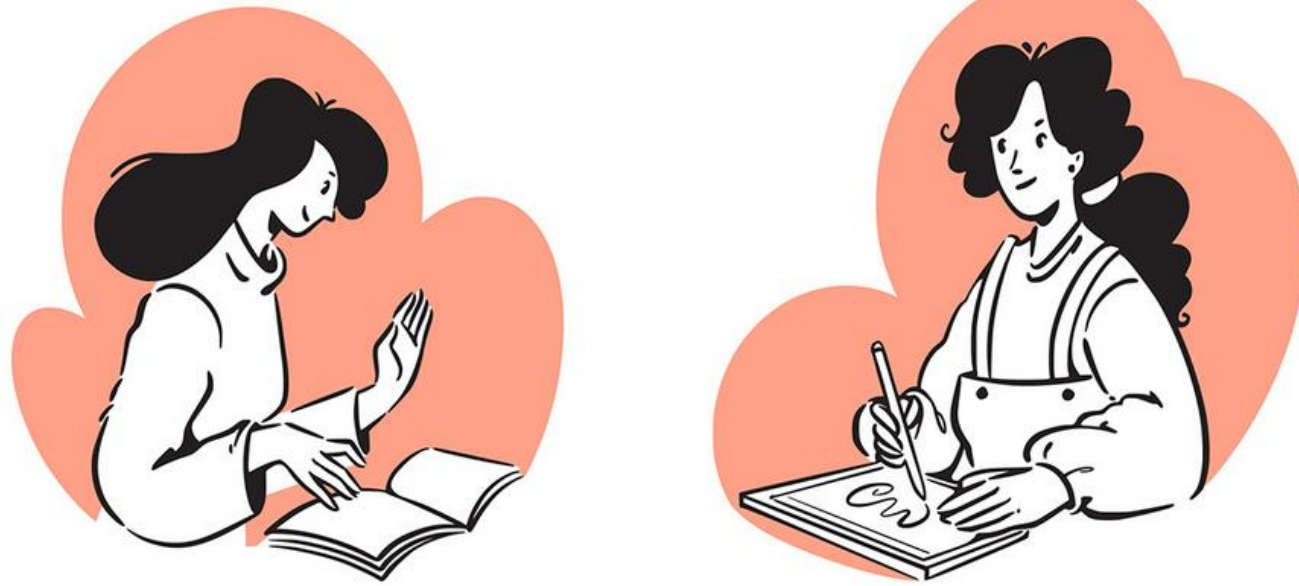
Key Skills

Education History

Employment History

Research/Extracurricular

References



# Personal Statement

This section should be brief, explaining your current professional situation

As recent graduates, you should state the field you are looking to work in and the type of role you are interested in



# Personal Statement

A personal statement should not be a full history of your past experiences

It should be clear and easy to identify your key transferable skills and what particular role you are interested in

You should create a bespoke CV for each job you apply for





# Key Skills

This section should be bullet pointed and show off your transferable key skills. This could be industry-specific and many of these will have been developed throughout your degree



# Education History



This section should be in reverse chronological order, with your most recent place of study first

When covering your GCSEs, it is not necessary to list them all, but you should state your Maths and English grades explicitly

# Employment History

Include any relevant work experience, voluntary work, internships, placements or part time jobs

Specify the organisation, dates you worked there and your job title



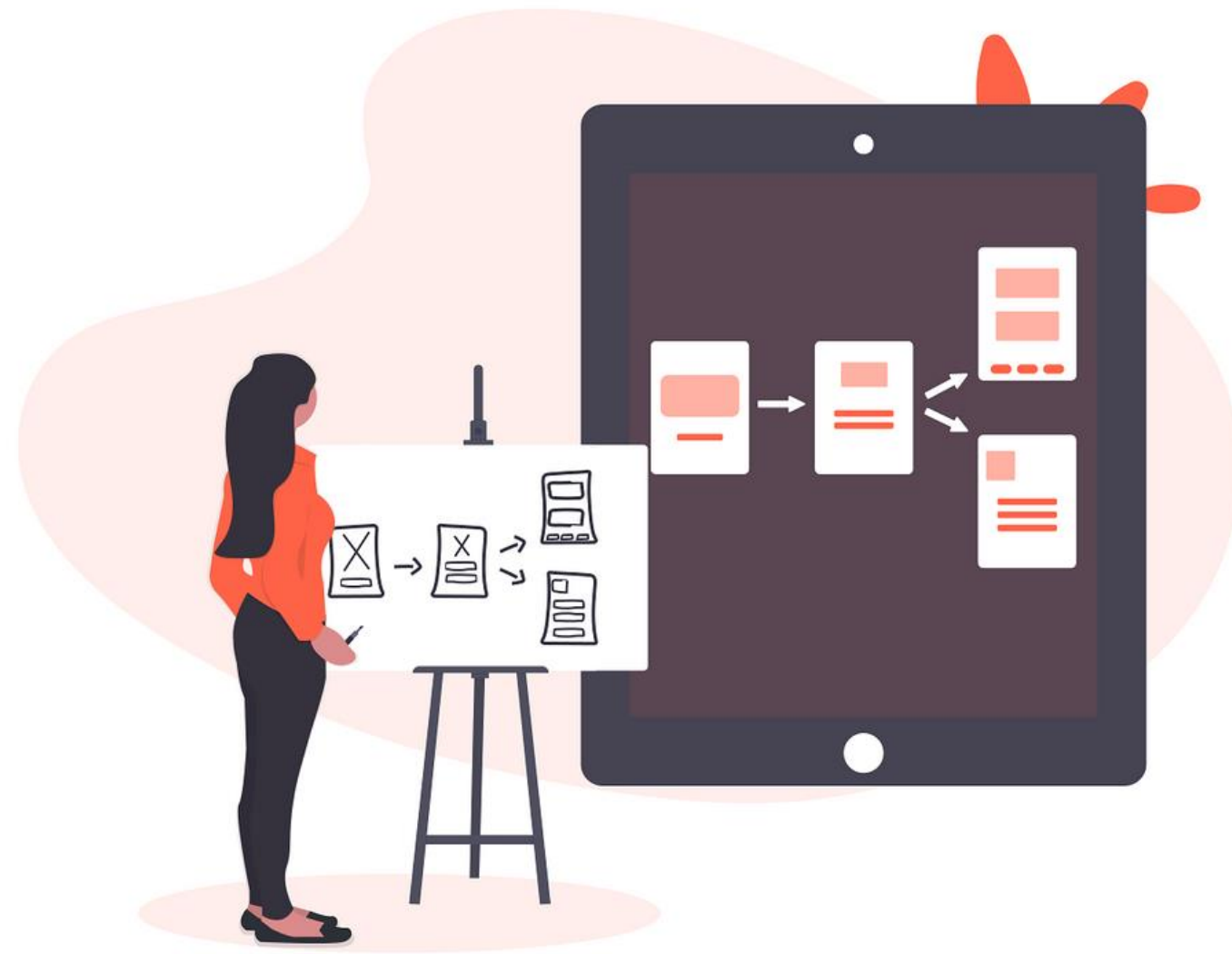
# Employment History

Keep it brief and relevant, with a sentence or two outlining your main duties/achievements from your time there

It is important to get the weighting right, ensure you put emphasis on the jobs which you gained the most from



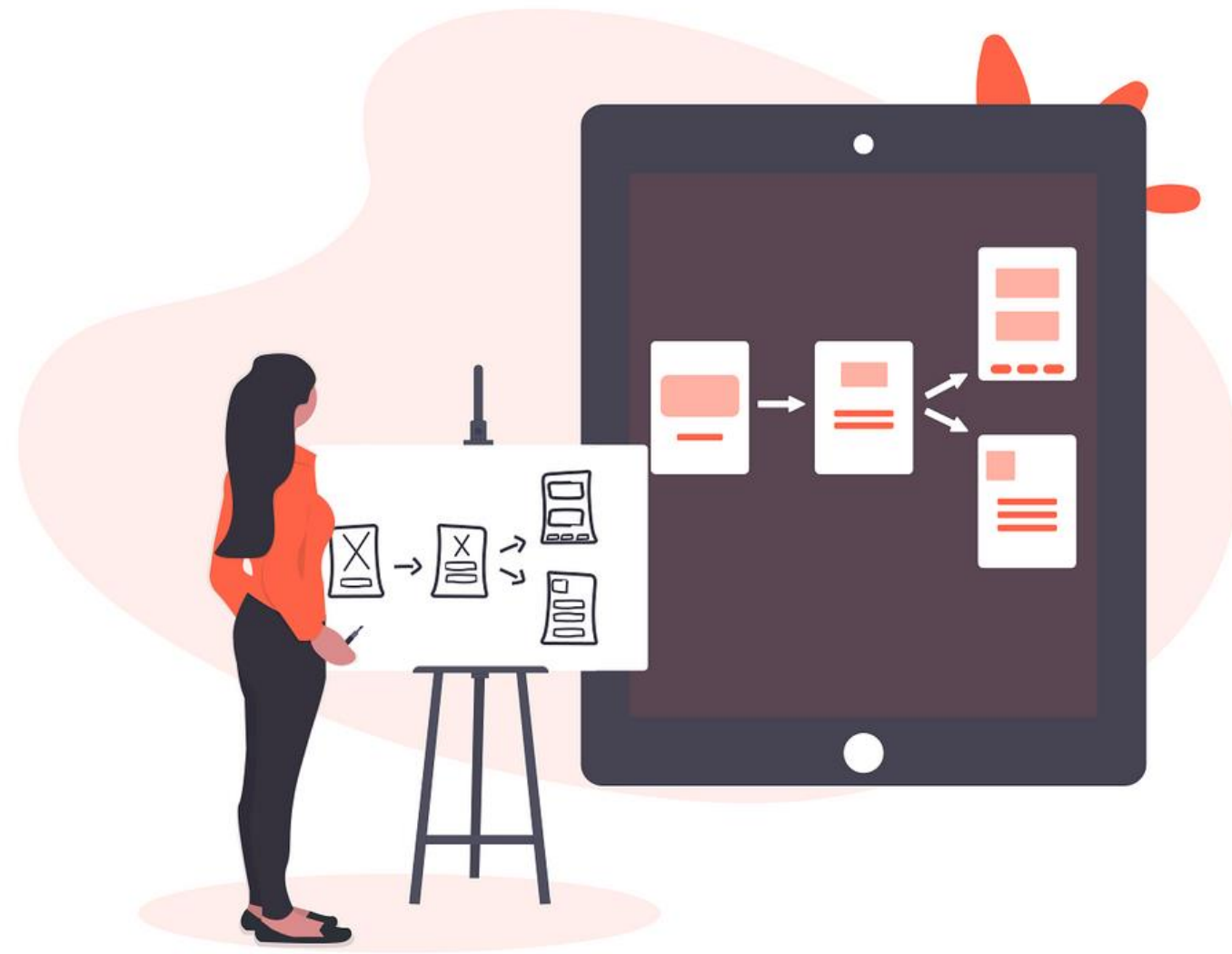
# Research/Extracurricular



This section can be used in different ways for different purposes:

To highlight your previous research experience OR to show key skills you have gained from extracurricular activities

# Research/Extracurricular



If you are looking to work within academia/research, make sure that you include any of your current research achievements/topics

Alternatively, use this space to include any key extracurricular achievements or key skills such as proficiency in using sector-specific computer software

# References

There has always been a debate on whether or not you should include 'References available upon request' on your CV

My best advice would be to only include this if you have the space. Don't waste valuable words on your references



# CV Optimisation

In the digital age, it is really important to ensure your CV is picked up through key word optimisation

Essentially, recruiters will often search for key words via job search sites so you need to include these in your CV to get noticed





# CV Optimisation

An example of this is if you are a Biology graduate that is looking for a job that requires DNA Extraction skills, you should include this key word within your CV so you will appear in any searches that use this term



# Cover Letters



A crucial part of the application process is your cover letter. Most employers will ask for one alongside your CV

A cover letter lets you expand on your CV and show the employer specifically why you would be a good fit for the role/what experience you already have

# Cover Letters

It will also allow you to show off what information you know about the company and how you will fit into their work culture



# Cover Letters

**A good cover letter should:**

- Be a maximum of one page long
- Be addressed to the hiring manager, using their name where possible
- Cover key points from the person specification/job description
- Specify the exact role that you are applying for and where you found the position



# General Tips

Write actively not passively

Talk about your strengths

Don't lie

Use clear, concise language

Keep the font and style consistent

