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How to write a simple cv for students

You've got a golden opportunities to convey to the recruiters what skills and knowledge you've attained, and how these will help them if they hire you. If you are still employed there, you could be talking about your love of providing customer service while applying for an engineering internship. You may want to look at the student CV examples or more specifically, the school leaver CV examples or more specifically. or internship. Transferable skills that many employers look for include: Time management Teamwork Leadership Problem-solving Communication Organisation Working under pressure Enthusiasm Customer service Meeting deadlines See our advice below about how to adapt the skills you've gained during your studies for your CV. This could put you at a disadvantage when negotiating pay. Outline - Provide a brief overview of the organisation or project, your role, and its scope. Coding or Digital Certificates - Basic training in programming languages or digital tools. 3x A-Levels | Birmingham Sixth Form College | Sep 2020 - June 2022 | Mathematics (A), Physics (B), Computer Science (B) | 9x GCSEs including English and Maths | Leicester Comprehensive School | Sep 2018 - June 2020 7x GCSEs including English and Maths | Birmingham Academy | Sep 2022 - June 2024 Predicted Grades: English (6) Mathematics (7) Science (6) ICT (6) Geography (7) Religious Studies (7) IT (6) Design & Technology (6) Spanish (6) For each qualification, add the following info: Qualification & organisation - Mention where you earned your qualifications, and what they were. The first section of your student CV is the summary - or profile. If you have any professional membership, this should also be included. This could be a few sentences that provide an overview of who you are, what you have to offer and your ambitions. So make sure that the first thing the hiring manager will see on your CV is making the best impression, too. Offered literary suggestions based on the needs and desires of the customer. The location of the role If you have work experience, you should use bullet points to describe the relevant responsibilities of the role. For students, this might include soft skills, technical abilities, or specific expertise gained through coursework or projects. Achievements Developed a deeper understanding of sustainability practices and environmental policies. CV writing tips Don't make up information or exaggerate - you may get caught out at the interview stage. If you're an international student, you might want to say if your visa allows you to work part-time in the UK Rewrite, edit and proofread your CV, take breaks when doing so, and ask someone to check it for you to ensure it makes sense and there are no mistakes Regularly revisit your CV to make sure it's up to date and relevant to what you're applying for Use your school, college or university career service for extra support with your CV, even if you're a recent graduate Avoid putting your photo on your CV, as well as your age, race, religion, sexual orientation or other personal characteristics, to help employers follow anti-discrimination laws For students with no experience in employment. Don't worry if you're unsure what to write about on your CV - you'll have gained many skills throughout your studies that are appropriate for a job. Your CV should be as organised as your colour-coded study notes - or at least how you planned your study notes to look before exam season. Don't forget to make sure your voicemail greeting is appropriate, too. Skilled in collaborative teamwork, time management, and research, with experience participating in science fairs and robotics competitions. This could be your art, writing, software development or other digital design. Detail your education & relevant student certificationsIn most jobs, the hiring manager's interest in your previous experience trumps your education. Even if you're not fluent, learning a language shows your commitment. Good at solving mathematical problems? Work Experience09/2022 - 06/2018, Sales Associate, Big Apple Bookstore, Oxford Greeted customers and assisted them with finding books. If you can prove that you're eager and up to the challenge, there are plenty of ways to seize a potential opportunity. Key skills - Include transferable abilities like research, problem-solving, and communication. The education section is the cornerstone of a student's CV. Technical Proficiency - Familiarity with Microsoft Office, Google Workspace, or coding tools. For instance, ensure you have clear headings, bullet points, and that the font is the same throughout. Community engagement - Regularly volunteer at a local library, organising book drives and literacy workshops for children. Hobbies and interests Photography - Captured and edited photos for school events, developing creative and technical skills while contributing to the yearbook's visual appeal. Report Writing -Preparing well-structured and detailed academic reports. You usually only have to provide details of two contacts. Of course, there are occasions when an amazing design will blow the hiring manager away, but this is so subjective that it's not worth the effort. Writing a CV for university You don't need a CV to apply for university through UCAS, but you may need it for: Applying for a scholarship Grant proposals University teaching roles Whoever is looking through wour CV for academic purposes is likely to be looking through many others. Play an instrument? Statistical insight In 2023 Indeed listed some of the most popular online jobs for students. For example: Have you completed a group project in a science class? Canva - Designed promotional posters for a student council fundraiser, contributing to a 30% increase in event attendance. Being on a debate team, for example, shows strong communication skills, while participating in a robotics club highlights technical aptitude and problem-solving abilities. Let's consider that you do have some work experience. Additional info - Optionally, include hobbies and interests that showcase your personality and skills. Many students are earning close to minimum wage. Don't forget to reserve some space on your CV to highlight those examples of soft skills that show you're the perfect candidate to do just that. Location. These experiences demonstrate leadership and a proactive mindset - qualities every recruiter values. If there are any particularly pertinent roles, feel free to break the order a little to really emphasise them. However, to ensure your painstakingly written CV makes it in front of the hiring manager's eyes, you'll have to impress the Applicant Tracking System (ATS). That is to say that you have plenty to offer a prospective employer will see you're committed to the role. It filters the most relevant job applications according to the presence of keywords. For example, if an employer is looking for communication buring my degree at university, I was always active in seminar discussions, where I'd carefully explain and debate my thoughts to the wider group My course involved regular presentations of our work to tutors and the class, which demanded clear and effective verbal communication skills and can structure arguments coherently on the page I also enjoyed several group projects where as a team, we'd listen to everyone's perspectives and ensure everyone felt valued in the group After categorising each skill, you can then list any relevant employment, volunteering or other experiences below. The summary is a short but sweet insight into your expertise and why you are a good candidate for the role. Space is always the issue with CV samples. Think of the work experience section as the practical side of your academic history - it's your chance to prove you've got skills beyond just cramming for exams. Remember, formatting mistakes can make even the best content look sloppy, so keep your CV neat and professional, especially if it's your first. Presentation Skills - Delivering concise, engaging presentations to peers or professors. There is no one correct way to write a CV. All hiring managers will be impressed by the great content. However, functionality is key. Yours should be concise and eye-catching - ideally no longer than two sides of A4 paper. List your first and last name. Dedicated undergraduate student, but make sure you have an email that follows a format such as . For example, if you have been captain of a sports team, you could say how you managed the team for a competition and that this helped you build leadership skills. Perhaps being a student and looking for a job signifies the start of a new career, just a handy way to make some extra money, or you're a mature student who is gaining a new perspective on life. Those keywords are usually determined by the language used in the job posting and/or job description. Expert tip Research the company Find out as much as you can about the company before you start writing your CV. These show you have enthusiasm, focus and dedication. Group activities showcase teamwork and communication, while individual hobbies demonstrate focus, creativity, or strategic thinking. Personal details. If there's too much information, the employer may lose interest and move on to the next. You want to include: Your job title Name of the company you worked for How long you were employed there (for example, "Jan 2020 - March 2021") Primary responsibilities of your role Any achievements you had in this role, such as being recognised as employee of the month This section can include any paid work you've had as well as internships, placements and voluntary work. Triple-check your work for typos. List your qualifications in reverse chronological order, starting with your most recent. So be sure to tailor it for what you're applying to. If you don't have any employment history, referees you could use include: Someone you've volunteered for A community leader, such as a Scouts leader or sports coach Your school work experience manager A mentor or tutor. them to your CV. Tailor this section to the job description to make your application as relevant as possible. Each subheading should include the following information: Your job role The name of the organisation you worked for Your dates of employment. Responsibilities - Highlight tasks like customer service, event planning, or data entry. Retail Assistant | CityMart Worked part-time as a retail assistant while completing academic studies, gaining experience in customer service, sales, and inventory management. Ideally, one should be a previous employer. Carry out some general housekeeping to ensure it is neat. Whether you're a graduate, teenager, or a recent school leaver, this guide will show you how to highlight your skills and accomplishments, even if your work experience is limited, and create a CV that makes recruiters excited to learn more about you. An employer can use your CV to find evidence of the experiences you refer to in your letter. Think in depth about the activities you've been involved in during your education. 01/2021 - 12/2021, Editorial Internship, Sky News, West London Assisted Senior Editors with a variety of clerical and administrative tasks. Utilised my passion for journalism to pitch interesting story ideas. There is nothing worse than reading a CV that is full of different fonts. You should never write your CV in the first tense i.e., using 'I' or writing using your name, for instance, 'John was responsible for answering customer queries and complaints.' It is more appropriate to write 'responsible for answering customer queries and complaints as a sentence or 'negotiated contracts with suppliers.' It is better if you can substantiate any of your responsibilities with quantifiable outcomes. On the other hand, if you are trying to get an internship or similar, or you are applying to work in a professional setting such as a bank, it will be significant. Just like an essay, you lead the reader into the rest of the content with your introduction. LinkedIn. It might be time to think about starting a LinkedIn page. Further relevant skills could be: Ability to speak other languages If you have a driving licence Good level of fitness DBS check References. These could include, but aren't limited to: Foundation Diplomas T-Levels Simply create a subheading with the name of the qualification you have earned or are working towards. Your CV profile, or personal statement, is the perfect place to summarise your strengths, ambitions, and unique qualities. If you're going for a finance role, mention your aptitude for mathematics and certain software. You can think critically Worked on a piece of coursework or revised for exams? Alternatively, you can write "references available on request" if you want to save space - unless the employer has specified that they want references on your application. Use a clean font - Opt for readability and professionalism with your font to keep your CV looking polished. However, if you are applying for a part-time customer service role in retail, for instance, your education is probably irrelevant. Use this space to highlight interests, hobbies, or achievements that demonstrate skills relevant to the role and your potential for success at the employer's company. Avoid spelling errors. It is a good idea to tailor your CV to each job you are applying for; quite often this means only making small tweaks. Use action verbs like "organised," "assisted," or "delivered." Achievements - Mention any measurable outcomes, such as meeting targets or receiving positive feedback. Praised for attention to detail in research and data organisation. Here are some winning tips to get your CV on the road to success. Conducted research on green initiatives and prepared summaries for team use. If you can, avoid sending the same CV for all jobs you apply for. You can include work experience carried out during your education - including apprenticeships - in your student CV's previous experience section, too. Consider what the hiring manager will want to know about you and your desire to work for them, especially if you have no prior experience. Like writing an essay, your CV should be structured and well thought out before you get started. Recognised by management for reliability and flexibility in covering shifts. Helped five students to achieve top grades and secure places on AS level course These traits will all correspond to skill sets that you can shine a light on in your CV. Transferable skills Throughout your education or work experiences, the likelihood is that you have also developed several skills that can apply to numerous job roles. What to include Before putting your CV together, start by writing down all your experiences you can think of that may have helped you develop your skills. Just as you would make it clear to the reader what you are planning to cover in an essay or assessment before you plunge into it, you should lead the reader what you are planning to cover in an essay or assessment before you plunge into it, you should lead the reader micely into your story. It can be challenging to know where to get started with writing your summary, so we would suggest looking at our education CV examples for some inspiration. Recruiters need to see your potential at a glance, so keep things organised and easy to read. Collaborated with team members during busy periods to maintain smooth operations. Work experience - List internships, part-time jobs, or volunteer work in reverse chronological order. Supported team activities and contributed to small-scale projects. We also offer a part-time job CV sample, and a barista write them as subheadings, listing evidence below. Expert tip Optimise for the ATS Your student CV is an opportunity to share with the hiring manager that while you may still be learning, you've learnt a thing or two. Whatever the role, this section lets you show your personality and unique talents while connecting them to the skills the employer Resume.io provides for all job seekers, from students to career veterans. It's also a chance to include recognitions, volunteer work, or extracurricular activities that highlight your initiative and drive. Creative Projects - Any personal or school projects, such as creating a short film or building a website, can demonstrate your creativity, technical skills and ability to see a task through to completion. Skills you have developed here are communication and working with others Created your own artwork or piece of music? Student jobs often involve dealing with customers and will deliver an exceptional service. A personal statement isn't mandatory; you only need to include it if you think it works well and doesn't take up too much space on the page. Undergraduate Degree - Focus on your area of study and key modules. Marital status, national insurance number, and passport number are all things that can be kept private for the time being. Run any long races? Expected graduation: June 2025. Check those keywords. You use it when applying for jobs to show employers why you might be suitable for a role. As a student, the additional info section of your CV is your golden opportunity to showcase the well-rounded individual you are. 09/2013 - 07/2021, 3 A level qualifications, Winchester College, Winchester College, Winchester A grades in French, Business Studies and English Literature. A photo is optional. Links and portfolio You can include links to your online profiles or work to enhance your CV. Your tone and delivery may be different if applying for an internship, rather than a part-time job. The cover letter gives a more indepth explanation of why someone should hire you. Leadership - Leading societies, organising events, or mentoring peers. Profile - Also known as your personal statement, here you'll summarise your academic achievements, skills, and future goals. Handled cash and card transactions, ensuring accuracy and efficiency. That's your CV header. To explain further, your key goal with your CV is to impress. Most employers are not expecting you to have experience anyway. If you're not sure where to start in finding a job, just remember that you're learning plenty of things in your studies that could be of value to a workplace. You can't rush your CV; you need to plan it carefully, just like you would with your essays or assignments. Choosing the right CV format for a studentThe reverse chronological is usually the best CV format to use. Visited project sites to understand practical applications of environmental consultancy. Followed directions from my supervisor and managed projects with precision. As well as making sure your name is legible at the top of your student CV, you want to make sure that it's easy to contact you. For more information on applications, see our applying to university guide. With a student CV, you are unlikely to have much experience, so the best approach to your CV is to place your education section first (in reverse chronological order). Actively seeking opportunities to gain practical experience and contribute to organisational success. Education - Emphasise your degree, key coursework, and other academic achievements. The CV layout should be clean and clear so that it is as easy to read as possible. The other can be an academic contact, such as a teacher. Education 10/2021 - 07/2021, Bachelor of Communications, University of Oxford, Oxford Working towards a Communications degree. Next, add your education. SkillsCustomer SatisfactionMicrosoft OfficeMotivated AttitudeSocial Media ManagementCertificates07/2021 - 08/2021, Certificate in Advanced Communication Practices, University of OxfordWriting a CV as a student can feel like a daunting challenge. Include numbers where possible to add impact. Keen to develop interpersonal, teamwork and organisation skills in a retail environment. The following advice is a general suggestion for what you can do, informed by feedback from employers and student recruiters. For instance, 'responsible for handling 200+ customer calls per day', is better than just 'responsible for handling calls.' CVs are always more attractive with quantifiable data, and you should use this wherever relevant. There's no need to exaggerate or lie on your CV. Online Courses (Coursea, Udemy, etc.) - Additional training in relevant fields like design, analytics, or marketing. Most people get their first job when they are a student or carrying out studies of some kind. Don't include: Date of birth. Adaptability - Thriving in new environments and tackling challenges head-on. Consistently received positive feedback from customers for excellent service. You could write about: A course you've taken Skills gained like learning a language Any relevant online events you attended Charity work or helping your community during lockdown New hobbies you've picked up Skills for CV When adding skills section is a quick way to show recruiters what you bring to the table. Software Microsoft PowerPoint Created engaging presentations for group projects, earning praise for clarity and visual design. From academic achievement, your experiences are more valuable than you think. board gaming, rugby, or even solo pursuits like painting or chess, hobbies reflect your personality and transferable skills. It's important to look at the language used in the job description as well as reading between the lines. While we would never encourage you to stop learning, think carefully about just how many qualifications you list on your CV. Our CV examples for students and many other professions, plus our easy-to-use CV builder are designed to help you write the perfect CV and land your next interview. This CV guide and corresponding student CV example will cover the following: information Using summaries Adding your experience Listing education and relevant experience Picking the right CV design/layout What the student job market looks like and what sections to include. READ MORE Student jobs What do graduates do and earn? Make sure you match your CV's language to the language in the job ad. Being a student is an exciting time. It is always attractive for an employer to look at CVs that show candidates are focused on continuous professional development. Follow some of these tips: Easy-to-read formatting. Key takeaways for building a student CV Student CVs usually don't have much or any experience, so your focus is on the summary, your skills, and your education (if relevant). Expert tip Keep your CV. Overall, presenting a well-rounded picture of your experiences can make your CV more compelling to potential employers. For instance, if you are a student applying for an internship in a bank, and you have worked in the financial sector/worked with money before or completed a previous internship, it would make sense to put this at the top, even if it is only one role, as it's the most relevant aspect of your application. It is a judgment call here as to whether your degree is the most important aspect of the job. An example of a personal statement could be: Conscientious business student, you're probably learning lots of hard skills. You've aced your exams, mastered the art of late-night essay writing, and conquered group projects. This is situated below the header, and it gives the hiring manager an introduction to you. Awards - Include any awards or recognitions, such as academic excellence, sports achievements, or club leadership roles. Include any awards or recognitions, such as academic excellence, sports achievements, or club leadership roles. Include any awards or recognitions, such as academic excellence, sports achievements, or club leadership roles. after if you have some experience already in the field. Supported administrative tasks, including scheduling and documentation. Want to make sure your CV doesn't flunk out? Those refer to the way you carry out tasks. Even with limited or no experience, focus on transferable skills and responsibilities: talk about work placements, volunteering, or any extracurricular activities you've worked hard for. It can be short and snappy, with keywords where appropriate. If you can find any contacts that work for the company, speak to them, and look on websites such as Glassdoor for reviews. Now it's time to tackle your CV - it's a bit like coursework, but this one could pay off in cash, not grades. This is a good opportunity to inform the hiring manager about the key skills you have that are relevant to the role. You should always have a look at the skills listed in the job specification. Instead of work experience, reference activities such as volunteering, tutoring, extracurriculars, or babysitting. The tone of voice of the company can help you to decipher whether they are a conservative workplace that might be looking for someone serious and trustworthy. Team Collaboration - Working effectively in group projects to achieve shared goals. Here's how to structure your Student CV: Name and contact details - These personal details go at the top to ensure employers can reach you easily. Do you fundraise for charity? If you are applying for a customer service role, for instance, you will need to have strong communication skills in your skills section, too. But don't forget that many other trainings and certifications that are worth mentioning. Internships are generally available to students over the summer months, and they give students a chance to gain some experience, while the employer can assess the student's ability for future employment. Internships aside, there are still plenty of possible jobs for teens and students young and old. Your CV should look as professional as you'll feel on your first day in your new role. You can create a master CV with all your experiences and skills and make a new copy to tweak and tailor to the role you're applying for. READ MORE What are internships? You may want to leave your employmen history section above your education. Use keywords throughout your CV to help you get selected if the company uses an ATS. Or perhaps the focus is on something else, such as innovation or compassion. Restocked shelves and maintained a clean and organised store environment. Include details of the educational institution, its location, and the dates attended. Here's how to format your Student CV: Bullet points - Use these to break down your achievements and responsibilities into a nice, clear layout. Expert tip How much education is too much? Even if you're looking for a simple part-time job, targeting companies whose brand values overlap with your area of study could give you a competitive leg up. This is so they can be sure that they hire the best person for the role. If one of your less recent experiences is more relevant than your current role, don't be afraid to rearrange your CV to highlight the important bits. Outstanding Leadership Certificate - Awarded for demonstrating exceptional leadership as part of the student council during the academic year. Many companies require students to work shifts that they find difficult to fill (such as evenings and weekends), and there are also the option of internships. Whatever your situation, you have more to offer to a prospective employer than you may think. There is a way to succeed in writing your CV as a student. Below you will find an education section from a student CV example. This will give you a good insight into exactly what the company looks for in terms of skills, and you can use this information on your CV to try and increase your chances of being invited for an interview. Experience When writing out your employment history, list out the jobs you have worked in reverse-chronological order. Work Shadowing | Greenleaf Consultancy Shadowed environmental impact assessments. Instead, try to tailor them to each employer and role. If it's a writing job you're after, note your interest in reading and the blog you run. Core skills - Highlight your transferable abilities, like teamwork, communication, and research. What type of salary you can expect as a student. That's not the reality for most. For instance, your excellent attention to detail or personable and bubbly nature. Even though you are a student, the space for your CV's education section is limited. We make it easy to design a beautiful CV that readers can't fail to be impressed by. Student job market and outlookLet's not sugar coat it - it can sometimes be more difficult for students to obtain employment than it is for professionals with experience. Avoid using difficult-to-read CV fonts. Skills-based CV. (alternative layout) Instead of organising your CV around your experiences, you can highlight your abilities through a skills-based CV. A-Levels or Equivalent - Foundational qualifications demonstrating academic capability. Eager to apply my commitment to customer satisfaction and effective communication in an academic environment. Keep your CV fonts simple. Listing just your city is enough detail for this stage of your job hunt. In fact, there's a world of possibilities waiting for you. Organised secondary school student excelling in mathematics and science, with a keen interest in pursuing a career in engineering. It doesn't mean that there are no opportunities though. If you are under 23 in the UK, the minimum wage depends on your age. Awards Maths Excellence Award - Recognised as the top performer in the school's annual mathematics competition. Here's how it's done: Full name & title. Those are technical skills that can be taught. For the roles included in the article, earning opportunities can exceed £20,000 if you have the right skills. There is no need to go over the top with the design of a CV as that is not the hiring manager's main consideration. Volunteering - From organising community events to tutoring younger students, volunteering highlights your initiative and commitment to making a difference. If your highest level of education is an undergraduate degree but you didn't get a great mark, you can choose to keep your exam grades from college or sixth form in your education section. Pick the right CV layout and design for a student CVThe purpose of our student CV sample is to help increase your opportunities to gain employment. These accolades showcase your dedication and ability to excel, making you more memorable to employers. Be sure to include more detail on coursework or projects that demonstrate relevant skills for the role you're pursuing. Creative Problem-Solving - Finding innovative solutions to challenges in academic settings. What is the employer looking for; what does it say in the job advert? Even if at a glance some of these experiences seem unrelated to the job you're applying for, they can still showcase your versatility and initiative. Start with a simple subheading for each of your previous positions. Sports leadership - Captain of the school football team, improving teamwork and decision-making skills while leading the team to regional finals. Here are some tips to keep in mind: If you have a postgraduate degree, you don't need to include details of your secondary school or college examinations. Keep it the right length - Stick to no more than 2 pages to keep your application concise and engaging. Your CV should contain the following elements: You may want to add others, such as your interests, but only if it applies to the job or that you need to know as much as possible about the company, so that you are clear about who your target audience is. It should highlight your academic background, key modules, and any standout achievements. It is usually more appropriate to put your education at the top before employment. It is so frustrating that readers may just give up. A CV (Curriculum Vitae) is a personal document that summarises your experiences and skills. Your top qualifications - Highlight your degrees, relevant coursework, or academic awards Writing a CV as a student might feel daunting, but you've already got the building blocks to create something great. Additionally, consider including any relevant projects linked to your studies that demonstrate your expertise in specific areas. Some will like it, others won't. BSc Computer Science | University of Birmingham | Sep 2022 - Present Currently pursuing a degree in Computer Science with a focus on programming, data structures, and software development. Think about if your experiences have helped you develop these qualities. You can find adaptable student CV example summaries below: Outline your work experiences have helped you develop these qualities. You can find adaptable student CV example summaries below: Outline your work experiences have helped you develop these qualities. then don't worry, our student CV example will help. You can find the most appropriate keywords in the job description. How are you to prove you're right for the job when you don't have much (or any!) work experience yet? The truth is that we all have to start somewhere. Achievements Improved checkout speed by 20 percent during peak hours through efficient processing. You can add the contact details of your 'referees' to your CV. Make sure your CV is presented in a clear format. Reserve your education section for only the qualifications that are particularly relevant to the job you are applying to. cv examples {text format} Copy to clipboardKen ChaseStudent | Carlisle United KingdomProfileEnthusiastic and motivated university student with a strong interest in pursuing a career in customer service. Student CVs are different from professional CVs, as you may not have any relevant experience, especially if you are in high school, so depending on the job, you want to focus on the key elements that are important to them.Don't be tempted to state that you have the experience you don't have in your student CV, just to try and get a foot in the employer is looking for. Unfortunately, you cannot choose a personal contact, such as a friend or family member. Similar to employment information, write about your most recent education first, detailing the: School, college or university where you studied Dates you can write about other relevant experiences, such as: Clubs, societies, teams or groups you belong to Extra training you've completed, for example, a first aid course Starting a website Achievements like the Duke of Edinburgh award Completing an enterprise programme Winning a scholarship Hobbies like playing an instrument With every experience you write about, mention what you achieved during that time and how you developed your skills. The best candidates need a mix of both. However, if you can, show how you made the most of applications and usually look at CVs first. Sometimes you submit a CV on its own, but often you also have to submit a cover letter. Need help creating a student CV with little experience? Build models? Make it clearly show your education history, work experiences and achievements. Expert tip Soft skills Vith a student CV, you need to be able to convince the hiring manager that you are the right person to take forward to the interview. Introduction At the top of your CV, include your: Full name Professional email address Phone number General location or current address Optional: a tagline that summarises you (for example, "Graduate graphic designer") If you want, you can include a personal statement. Monitored inventory levels and reported low-stock items to the supervisor. Ready to graduate from the world of classwork and essays to the exciting world of... job applications? Extracurricular Certifications - Skills-based qualifications like first aid or leadership training. Similar to the above point, think of transferable skills from other activities and your studies that are relevant to the job you're applying to. Student CVs are different. Ran spellchecks and edited stories. Organised books and adhered to the policies and mission of the bookstore. Tailor your CV to suit the job you are applying for. Data Interpretation - Analysing trends and patterns in academic or project data. Depending on the role of the workplace, you might find that the company culture prioritises different skill sets. You have creative skills Studied French, German or another language? However, of course, it depends entirely on where you are based and the type of skills your job requires. You can consider making this step a little simpler by using our CV builder. You're fresh-faced and ready to join the workplace, but first impressions are everything. Professional email address. Check out our CV builder for beginner-friendly templates, pre-written content, and expert guidance to highlight your skills and potential. Or, if you've used software such as Adobe Photoshop or Microsoft Excel, these computer skills may be attractive to employers recruiting for design or administration roles. Extracurricular Activities - Mention school societies, sports teams, or other organised groups where you've played an active role. Customer service skills are great since they're so easy to transfer between jobs and sectors. Aim for: Simple layout Clear structure with headings Short paragraphs and sentences Key points in bulle lists Varied and interesting vocabulary (look at the job ad to see the kind of language used) Minimal use of the word "I" No spelling mistakes, grammatical errors or typos Honest writing with little humour and exaggeration You can get creative with the design if you think the employer will like it (perhaps if they're a graphic design company). Sharing them is especially useful if you display visual work online. This could be your: LinkedIn profile Blog Website Online portfolio Social media that you use for your work. Regardless of where you put each section, remember to use a simple layout. Follow the CV examples we have, and ensure you use a clear design, don't go over the top with the design. Subject-specific skills You may have subject-specific skills that are relevant to the role. Extra details - Provide more detail for recent and relevant to the role. Extra details - Provide more detail for recent and relevant to the role. Extra details - Provide more detail for recent and relevant to the role. Extra details - Provide more detail for recent and relevant to the role. Extra details - Provide more detail for recent and relevant to the role. Extra details - Provide more detail for recent and relevant to the role. Extra details - Provide more detail for recent and relevant to the role. Extra details - Provide more detail for recent and relevant to the role. Extra details - Provide more detail for recent and relevant to the role. Extra details - Provide more detail for recent and relevant to the role. Extra details - Provide more detail for recent and relevant qualifications - demonstrate how they are relevant to the role. Extra details - Provide more detail for recent and relevant qualifications - demonstrate how they are relevant to the role. Extra details - Provide more detail for recent and relevant qualifications - demonstrate how they are relevant to the role in Try to back them up with examples to clearly show how you have these skills. That means that you're in good company. Here are some tactics you can use to write an excellent CV with no experience and get your foot in the door: Unpaid experience. List your roles in reverse chronological order, and don't hesitate to include internships, volunteering, your CV header. Lean into transferable skills. These could include: Jobs you've held Qualifications from GCSE level and above Other academic achievements Your hobbies Teams or societies you've been in Awards you've held Qualifications from GCSE level and above Other academic achievements Your hobbies. sections. Do your research on the company you are applying for, so you have a clear vision of the CV. For instance, if you study history and apply for a social media position, you could say that your most recent education, such as your degree, and include any other professional development, such as other internships, training courses, etc. In most cases, you would start your CV with details of your past employment. 09/2020 - 04/2021, Online English Literature Tutor, , London Offered online tuition to GCSE students in English Language and English initiative or leadership. If you are still studying, you can say so by listing your anticipated graduation date or a simple "present" to emphasise that you are still studying there. Gaps because of Covid-19 Don't worry if there are some gaps in your employment history due to the pandemic. Research and Analysis - Gathering and interpreting data to produce clear insights. Focus on that, rather than the design, and you'll be more likely to get ahead. Focused on delivering exceptional service to customers. Without any or much experience, you must be clear about why you are applying for the role and what attracts you to the company. (Alternatively, you can create a skills-based CV - see below.) Your skills should match the job role. Most employers are fully aware of how difficult it has been to find secure employment during this time. You want to keep it as concise as possible while ensuring you cover the key points. Divide sections - Headings help recruiters find the information they need quickly. Built professional connections and gained valuable career insights. If you haven't been to university, then you can include qualifications in your CV's education section, such as GCSEs, BTECs, or A levels. Time Management - Juggling deadlines, extracurriculars, and coursework efficiently. Designing a CV is not for everyone and if you need some help, feel free to use our tried and tested CV templates. The best way to do that? If so, this is where your focus should be. Your CV may be a giveaway that you're a student, but adding your date of birth can make age discrimination easier. Tailor the CV to both the employer and the job you are applying for. It may only be small tweaks, but it is important to do this. Luckily, the national minimum wage rates are listed and updated by the government each year, so it will be easy for you to check that you are not being underpaid. Skilled in using Microsoft Office Suite, conducting market research, and preparing presentations. The employer can then phone or email your referees to confirm what you've written and find out more about your experiences. For a student, this is your chance to highlight your academic achievements and career aspirations while giving recruiters a glimpse of your personality. How to write a student CV with no experience Everyone has to start somewhere. No matter how little, you should put the most recent first in the employment history section and then work your way back. Dates studied - State when you began studying for each qualification, and the date you finished. This guide, complete with several Student CV examples, will help you craft a CV that highlights your education, skills, and potential, setting you up for success as you take your first steps into the job market. But avoid going over the top as it may distract from the important information. Remember that as a student your "previous employment" can be easily transformed into "previous experiences, so you can include mention of any relevant extracurricular activities, volunteer work, or internships These experiences can be valuable ways to illustrate desirable skills like teamwork, leadership, and time management. Phone number. Attended client meetings to observe discussions on sustainability strategies. Some candidates, particularly if they are applying for a job involving design, think that they need to create something visually unique. Borrow inspiration from your studies. They could check with a previous employer, for example, that you used particular skills in a certain role, or if you were punctual and hard-working. The content is the crux of the CV, but the design is also an important consideration.

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