

Graduate CV Writing Tips and Template



Tips to help you get started

- **Start with your contact details**

Make sure your phone number and email are correct. Use a professional email (no nicknames) that you actually check.

- **Show your motivation**

Your CV should make it obvious you're ready to launch your career in sales. Keep it bold, confident, and to the point.

- **Keep it short and sharp**

Aim for 1-2 pages max. Recruiters skim, so make every word count.

- **Be clear about your education**

Include dates so your timeline makes sense at a glance.

- **Focus on what matters**

You don't need every job you've ever had, highlight your most recent and relevant roles.

- **Lead with your latest experience**

List education and work history in reverse order (most recent first).

- **Make it easy to read**

Use a clear font, clear headings, and bullet points, no walls of text.

- **Write a punchy profile**

Your opening section should be short, personal, and show why you're a great fit for sales.

- **Keep it looking fresh**

Check your formatting, page breaks, and spacing so it feels professional and polished.



Full Name

Mobile number | DOB | Location | LinkedIn profile | Email address

Personal Profile

(In your profile it is important to highlight key skills and attributes that would be relevant to a sales role and express your desire to kickstart getting into a graduate sales role).

Education

- | | |
|------------------|--|
| 2022-2025 | Manchester University BA Hons Business Management, 2:1 |
| 2020-2022 | Manchester School A-Levels: Maths, Spanish, Business |
| 2015-2020 | Manchester School GCSE |
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Work Experience

- | | |
|---------------------------------|---|
| June 2020 - current | Bar Manager, Wetherspoons <ul style="list-style-type: none">Managed team of 17Organised rotas and shiftsManaging close and cashing up |
| August 2017 - June 2020 | Dog walker, own business <ul style="list-style-type: none">Walked local dogs in the communityGroomed dogs as extra serviceManaged own finances |
| April 2015 - August 2017 | Kitchen Porter <ul style="list-style-type: none">Helped in the kitchen with prepStudied COSHH management procedures |
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Key Achievements and Interests

- Full UK driving license
 - First Aid Qualified
 - British Sign Language Level 1
 - Captain of the Hockey society
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References

Mr Manager - Wetherspoons (0123456432)

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