



CV tips

To help you secure an interview, we have put together some tips looking at how to prepare your CV and have provided an example CV overleaf.

Layout

- Your CV needs to be easy to read, with plenty of “white space”
- Try to keep your headings consistent and don't try to cram it all in - use an extra page if necessary
- Use a font that is easy to read and a format, like Word, that many people/databases can read (At Christy we request CVs are submitted in a Word format rather than pdf/txt etc)
- 10 point is the smallest font you should use, 11 point is probably better...
- Original formats are memorable, but if you're going for an unusual design, try to include all the information found in a regular CV.

Content

- Structure your CV and aim to showcase your strengths and experiences
- Benefits sell - your CV *is* your shop window and the product it's selling is *you*
- When submitting your general CV to an agency, try to include all of your work experience / relevant course work - this allows the recruiter to search your CV for the greatest number of potential matches.

Tailor your CV for a specific application

- Read through the job description and speak to the recruiter involved, to amend your current CV and highlight the qualities they are looking for
- If it is a shift based position, mention in your CV that you are happy to work shifts
- When tailoring your CV, remove or reduce irrelevant experience - as a recent grad you can include it, to show you have managed to find employment and are an employable and approachable person, but just the job title and one line detailing the skills you utilised, plus the dates of employment are all that's required
- As you progress in your career and gain more work experience you will be able to disregard any irrelevant experience entirely.

Check and amend your CV

- Basic spelling errors and typos will undermine your application. Don't rely on the spell checker - it won't pick up words in the wrong place e.g. lose/loose - which have different meanings
- If possible, get someone else to read through your CV carefully for you - even better, get two people to do it!
- If you receive suggestions for improvement, then act on them.

Uploading your CV to the Christy Media Solutions website only takes a few minutes and is totally free. We won't release your personal data to third parties and we will always obtain your agreement before sending on your CV to a client. We search our database for suitable candidates before we begin advertising roles - so registering a CV will help you get ahead and may get you an interview before a post is even advertised. Keeping your registered CV up to date will also help us to match you to the most suitable opportunities.

Visit our website www.broadcastgraduate.com to find out more about us and to register your CV with us.

CVtips

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Example Graduate CV:

Your CV should include the following:

Contact details: [name, address, phone, email]

Personal Profile:

[What makes you an individual? Are you good working in teams? Do you work well under supervision or prefer to be autonomous and manage your own workload? What are you particularly interested in? Avoid using clichés and try to be honest.]

Achievements / Projects completed:

- Year 1 - [Project details]
- Year 2 - [Project details]
- Dissertation [title/subject]
- [Other achievements/projects e.g. involvement with Rave on Air / positions of responsibility etc.]

Education and Qualifications:

[Title of degree, grade and date achieved, details of modules covered, name of University. Followed by A-levels (with grades) and GCSE'S / other qualifications (grades not necessary, esp. if tight on space)]

Employment History:

Date	Job Title	Employer
e.g. 12/07/2012-12/09/2012	Junior Broadcast Engineer	Sky

[very brief description of responsibilities]

[This can be tailored at a later stage to emphasise key experience that an employer is looking for in a particular job. Jobs should be listed with the most recent at the top.]

Student Placements / Voluntary Assignments:

[Laid out as per Employment History - can be used instead of EH if you have not yet had a relevant job. Definitely include these if they are related to the position you are applying for.]

Technical Skills:

e.g. Playout, Editing technologies, MAM, cameras, VR Mixers, Networking etc.
[You can also list additional IT / Programming skills in this space.]

Additional Training:

[Any other occupational or vocational training you have participated in.]

Hobbies and Interests:

[A brief 1-2 line summary of any sports/hobbies/interests that you have.]

References - provided on request

[You don't need to provide the details of your references at this point, but should state that you can provide them if you do have some already agreed. Referees can include course tutors or previous employers and you should always get their consent prior to passing on their contact details.]

This example CV has been written in 11 point arial font because it is a simple font that is easy to read. A Word document is an ideal format for your CV when submitting online to agencies or Job Boards.