

What do I need to put in a CV?

Things to remember for a resume:

- Bullet points for your role description, they make it easier for the eye to read
- Avoid using “I” or the third person. Just the infinitive of the verb. i.e “Analyzed digital campaigns...”
- Make sure that tools are weaved into your job description and what you do with them
- Pictures, images and adventurous formatting is OK but it can be distracting from what you do. All that recruiters and hiring managers look for on a resume is detailed evidence that you are relevant for the job

Professional Experience

Company Name

Job Title (split into promotions)

(Month/Year – (Month/Year)

Under this you could put something in italics to explain what the business does, what your team does, who you report to and who reports into you.

Responsibilities:

- List your day to day responsibilities
- Make sure it is apparent how your role responsibilities have changed based on your promotions
- Talk about tools used, the sorts of clients worked with, the sorts of projects you are working on
- Any team Management

Achievements:

- This is the section to show off!
- Are there any campaigns/projects that were very successful for your client/internal client?
- Did you introduce any new best practices/tools into your business which have been successful?
- Anything that had a positive impact on your business or your client’s business needs to be in here.

Education

University

Course

Year of Graduation

Professional Qualifications/Certifications