

Student Hub: Boost Your CV and Employability

What Do Recruiters Look For?

We asked Robert Magee Chartered MCIPD, from WYG, what he looks for when he's searching for the right candidate:

"There are a number of things which I would normally look for when trying to identify a graduate who has applied for a role and it's not all experience!"

1. The Basic CV

Title and headings – Ensure font size and paragraph spacing is uniform throughout as it must be easily read. Borders, pictures and formatting can take the focus away from the content.

Length – Aim for three pages or less and include only what's necessary. Use simple, plain language with clear and concise content, so put important information first, usually employment followed by academic qualifications.

Spelling and grammar – Always check.

2. Personal statements

Don't waste space! It is important to understand what a graduate wants from a career, what interests them and why. Someone who is focused and clearly communicates what they want, makes them stand out from the crowd.

3. Tailored CV

Reviewing a CV that is clearly related to the job someone is applying for is key. Spending time reviewing irrelevant information is pointless – it must be relevant to the job and catch my attention within 30 seconds.

4. Examples

Relevant employment or work experience is key but it must relate to the role they are applying for.

5. Key words and phrases

Graduates who mention specific packages, competencies or technical skills on their CV show me that they understand the role/industry and what is required to work in it."

Online Professionalism and Employability

The University of Aberdeen have created a guide on how to use social media to become more employable – read their top tips: www.abdn.ac.uk/careers/resources/documents/5665.pdf

Your 2018 To-Do List

January	Get involved with your local CIEEM Member Network. You're already a CIEEM member and member networks often run free events.
February	Sign up to receive newsfeeds to keep up-to-date with the latest in the sector (e.g. the statutory agencies' newsletters).
March	Start building a portfolio to show an employer examples of outstanding work that you've completed, feedback that endorses essential skills (LinkedIn is a great platform for this), certificates you've achieved or training you've completed. Use CIEEM's Competency Framework to see what technical and transferable skills you can map yours against.
April	Write an article for a publication. Fancy writing for <i>In Practice</i> ? You can check the themes and deadlines for submissions online (www.cieem.net/in-practice) and if you have any questions you can contact our editor, Gill (gillkerby@cieem.net).
May	Take an active part in online discussions on ecology, conservation and environmental management. You can make a start by joining us on Twitter (@CIEEMnet), Facebook (@CIEEM91) and LinkedIn.
June	Take the plunge and join your first expedition; it can be a life-changing experience and provide you with skills and experience relevant to your career. There are many organisations out there that offer a wide range of volunteer programmes and internships.
July	Volunteer for a relevant organisation. Take a look at whether your university runs a conservation volunteering group or contact a local charity such as a Wildlife Trust to see how you can get involved.
August	Start working towards a species licence. CIEEM Student members receive a discount on all CIEEM training. Our full programme is at www.cieem.net/training-events .
September	Job shadow an expert. Write to local environmental consultancies and see if they run work experience or open days. Once you've joined some online discussions you will be able to expand your network and open up more opportunities.
October	Attend a conference. A great way to meet like-minded professionals and stay in the loop of latest trends in the sector. CIEEM offers 10 free student places for each conference which you can enter via a draw.
November	Enter the CIEEM Awards. Each year we run Student Awards with a prize of £250. A great way to showcase your projects and to add to your CV. Find more information at www.cieem.net/awards .
December	Read, read, read as many publications and journals as you can to keep up to date with the latest research. Use your local library or sign up to free newsletters through organisations online.