**Tips on Improving CV for Students**

Applying for a job for the first time might be a quite difficult task maybe because it includes writing CV (curriculum vitae) or résumé. CV is a document that presents key points about your personal information, education, qualifications, skills and work experience. There many details graduates should consider when they are going to create résumé.

If you have no work experience which is natural when you are a student or graduate then you should write so called qualifications-based CV unlike skills-based or portfolio-based templates for workers who are going to change career and freelancers. It is used by people who are looking for a place of employment for the first time. Here you will be able to find 5 useful tips on how improve your CV and job prospects in the stage when you are just starting your career.

1. **Stick to the principles of writing a résumé.** Your CV should be at most two pages long. Begin with some personal information which should contain your full name, address and contact details such as telephone and email. Include a career objective, your goals, hopes and aspirations tailoring your CV to a specific job position. To make a positive first impression on your potential employer avoid jargon, spelling and grammar mistakes, heavy graphics, tables, images. Use traditional fonts such as Times New Roman or Ariel. Your CV should not include such data as your age, nationality and photo due to discrimination laws. From time to time proofread your résumé, Don’t be afraid to ask a tutor or friend to check it to ensure that it reads well.
2. **Do your best when describing your educational history.** “The main body” of your CV should be filled with description of qualification you gained during studying in university or college. It should go in reverse chronological order, note the most recent qualifications first. Point out the title of educational institution, the years when you attended it, subject, qualification and grade. More qualifications you have, less detailed their description should be. As a first-jobber and future employee write about your activity during study no matter whether it is a project, research or examples of active participation in sports teams, student societies where you developed communication and organisational skills. Mention your hobbies and interests here. If they are like a passion or talent being recognised or awarded, they can impress a prospective employer.
3. **Your CV has to be seen.** Besides sending your CV to companies directly you certainly should place it on different job boards and job related platforms. Additionally you may also consider signing up with a recruitment (employment) agencies which task is to help people find work.
4. **Do not neglect internships, voluntary and part-time work.** It can prove that you are proactive in developing your skills and searching out career opportunities.
5. **Need for help!** In any case do not hesitate contact your university or college careers adviser to give you a piece of good advice either on writing CV or seeking for a job.

Finally, be confident in your qualities even having no work experience to succeed in getting a dreamed position.