

Tips for CV/Resume Writing



Do not use a photo of yourself

It takes 7s for someone to make an impression based off your appearance, don't give them the opportunity to be biased over protected characteristics, e.g. disability and race

Keep your resume updated

Every time you achieve something,, learn a new skill or gain experience, put it in your resume

Keep it clear and concise

Keep it eye-catching and pinpoint the most relevant skills/experience

Be honest about your disability

This will give you a chance to see how accommodating an employer can be to your medical needs

Use powerful words

These words will strengthen your skills within your CV/resume

Highlight most relevant skills and experience

Cater each resume to the job as each employer will seek certain characteristics, skills and experience

List accomplishments, not duties

Employers want to know what you learned and achieved from these experiences, not just your daily activities

Link relevant social media profiles

Link relevant social media to demonstrate your professional side as employers could conduct a screening test

Check for errors and proofread

Employers may automatically discard poorly written CV/resumes, so proof-read and maybe even ask somebody else as another set of eyes

CV Wordbank

Attained grants for the organisation

Accelerated/advanced a (project title) forward so it's ready to be implemented

Accomplished several tasks on (tasks and how they are beneficial for the organisation)

Advised a company on how we are suitable in aiding them with their venture

Analysed reports

Approved grants

Arranged meetings for the team

Assisted in a presentation

Authorised official documents

Advocated for (topic, e.g. rare disease, racism, LGBTQ+ community etc.)

Achieved (award)

Build connections with team members

Calculated an efficient budget to be used on (project title)

Collaborated with group members

Composed articles about (topic)

Completed tasks on (task name)

Consulted team members on the best way forward for (project title)

Contacted various organisations to partner up in various activities

Contracted an agreement between organisations

Coordinated schedules with team members

Delegated tasks to colleagues

Developed a project on (project name)

Directed the operations of an event

Documented appropriate finances

Established a programme for interns

Evaluated questionnaires

Executed (project name)



CV Wordbank

Earned an award in (award title)
Exceeded expectations within (organisation name)
Facilitated a workshop
Implemented a new idea into reality
Improved the company website to make it clearer and more user-friendly
Illustrated infographics for social media platforms
Launched new activities in a new initiative
Mentored incoming interns
Organised meetings with clients
Oversaw tasks completed by interns
Planned meetings with other organisations
Prepared a speech on (topic)
Prioritised tasks so all activities are completed in a timely manner
Programmed appropriate software to help with management in organisation
Produced letters of recommendations for employees needing a reference for future employers
Provided a safe space for team members
Reached (goal)
Reached out to potential partners to create valuable connections
Recommended the best course of action to clients
Recorded a video explaining the importance of (topic title)
Redesigned the organisation's social media presence
Regulated an interactive workshop
Represented our team in (country) to showcase our stall
Researched for an article on (article title)
Scheduled monthly meetings
Supervised a charity event
Solved (problem) by (solution)
Upgraded the company website
Validated team members in how they add value to the team





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I was the table tennis club captain and played competitions

I developed teamwork and team spirit through encouraging other members

I make social media posts

I create eye-catching and concise social media content to boost engagement across platforms

I worked as the administrative volunteer

I demonstrated planning and organisation through scheduling meetings and composing minutes

Made a mental health project

Launched a project on mental health to raise awareness for surrounding this pressing issue

I wrote articles for a magazine at my university

I produced articles on racism by highlighting my experience to passionately advocate for this issue

I was the table tennis club captain and played competitions

I developed teamwork and team spirit through encouraging other members

Raised money for Cancer Research UK

Led the team of charity representatives to organise a Lip Sync battle to raise money in support for Cancer Research UK

Created pages for school yearbook

Orchestrated all brainstormed ideas for the yearbook and illustrated them



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Spent time with befriender fortnightly

Engaged positively with befriender to boost confidence and self-esteem through exposure of new activities and a trusting relationship

Created website for a non-profit organisation

Collated information from non-profit organisation to generate a website from their needs and maintain this to keep it up-to-date

Club representative for the Economics and Business Society

Generated emails and social media content so members were constantly aware of activities and events

Wrote and edited articles for my university magazine

Distributed articles between editors to edit whilst composing my own articles on topics I am interested in

Mentored students in my university

Mentored first year students to give them more information to help them settle in

Coached people how to play tennis

Encouraged new tennis members through interactive lesson plans to teach them techniques to improve their skills