

C.V. Preparation

How to make your CV stand out

A well-prepared C.V. is often the key to a successful job hunt and it is important that it does justice to your abilities. It should be a concise, carefully thought out and well presented document that provides the employer with an indicator of your potential worth. It should be an honest but positive reflection of your skills, experience, achievements and goals. In short, it should make the reader want to find out more as opposed to consigning your details to the bin!

PRESENTATION

The look and feel of your C.V. should be as simple and clear as possible and although there is no hard and fast rule you should aim to fit all your information within two pages of A4. Presentation counts for a great deal and consideration should be given to details such as the typeface used, correct spelling and layout. Generally, information should be conveyed in an ordered and professional manner. [Click here](#) to download a CV Template.

STRUCTURE

There is no single, standard way of structuring a C.V. but the main components are as follows:

- Personal Details
- Career Objectives
- Skills and Interests (particularly skills such as vocational qualifications and languages)
- Service History and employment prior to joining the Royal Marines
- Education and References

Two particularly important sections are Career Objectives and Service History (though the others should not be neglected) and it is worth discussing these sections in a little more detail.

The Career Objectives section should very briefly detail the type of position (and possibly the type of company) that you are seeking and why you are right for the role. It also gives you the opportunity to highlight the key strengths and attributes that you could bring to bear in the role.

The Service History section provides key employment information and should demonstrate a clear development path right up to the present time. The whole section should link with and offer justification for your Career Objectives.

SERVICE HISTORY TIPS

Your Service History break down should always start with your current or most recent role within The Royal Marines. Greater detail should be provided about more recent and more significant roles.

Whatever the role, concentrate on highlighting your achievements within it rather than simply describing your responsibilities.

It is often helpful to bullet point your achievements and you will find that sentences which start with words such as “initiated” or “co-ordinated” strike the right note. Remember though, that you should discuss your achievements in the employer’s terms rather than purely your own.

FINAL POINTS

When you have completed your C.V. make sure that you re-read it on your own and preferably with a friend. If you have been compulsory discharged or are a veteran, please contact the Employment and Education team at the RMA-TRMC who will be able to review your CV for you and give you full employment support.

Think about how well you have tailored your CV to the position on offer. For example, if the position is in an industry sector that is new to you, have you emphasised your transferable skills?

In a competitive situation the attention you give your C.V. is vital.