

Welcome to the CV & LinkedIn Clinic

*Expert advice from investment
and HR professionals*



CV Discussion

Your CV is often your first chance to show an employer who you are. It's a short document – usually just one page – that tells your story, highlights your skills, and shows how your experiences could make you a great fit for a role.

Whether you've had a part-time job, volunteered, or taken part in school or college projects, there's plenty you can include. A good CV is clear, tailored to the opportunity, and easy to read.

In this session, we'll look at how to:

- Talk about your skills and experiences with confidence
- Tailor your CV for different types of roles
- Make the layout simple and professional
- Avoid common mistakes and focus on what works



10 Top Tips for your CV

1. **Keep it short and clear** – One page is usually enough. Make it easy to read.
2. **Start with a short intro** – A few lines about who you are and what you're looking for.
3. **Use bullet points** – Quick, clear sentences about what you did and what you learned.
4. **Think about skills, not just jobs** – Teamwork, communication, time management – show how you've used them.
5. **Include any experience** – Part-time jobs, school projects, clubs, volunteering – it all counts.
6. **Tailor it** – Change your CV slightly to match the job or opportunity you're applying for.
7. **Use positive language** – “Organised”, “led”, “helped”, “created”, “supported”.
8. **Add hobbies and interests** – Show your personality and what makes you unique.
9. **Make it look tidy** – Use the same font, check spelling, keep formatting simple.
10. **Get someone to check it** – A fresh pair of eyes can help spot mistakes.

Tailoring your CV

SKILLS

EDUCATION

INTERESTS

EXPERIENCES

WORK

PROJECTS



Graduate Investment Analyst

Join a leading investment team as a trainee. You'll support fund managers in identifying investment opportunities and monitoring portfolios.

As part of this role, you will:

- Research and analyse new bond investment ideas
- Build and maintain financial models
- Prepare monthly and quarterly reports
- Support client communications, including pitch decks and fund updates
- Respond to client queries alongside internal teams

You should:

- Be confident with numbers and data analysis
- Have strong written and verbal communication skills
- Enjoy solving problems and thinking critically
- Be highly organised with strong attention to detail
- Be a team player who enjoys collaboration

HOW CAN YOUR CV BRING THESE
SKILLS TO LIFE?

Communications & Presentations Trainee

This role offers the chance to gain hands-on experience in corporate communications, supporting the creation and delivery of presentations for clients and marketing teams. It's a great way to learn how investment firms communicate their work to a wider audience.

What you'll be doing:

- Creating client and marketing presentation materials
- Working on both regular and bespoke content
- Supporting digital communications and event prep
- Contributing ideas to improve team tools and outputs

You'll need to show:

- A high level of accuracy and attention to detail
- Strong grammar and writing skills
- The ability to manage multiple tasks under pressure
- A proactive, team-focused attitude

HOW CAN YOUR CV BRING THESE
SKILLS TO LIFE?

Assistant Support Accountant

A client-facing support role in a growing tech company that helps small businesses manage their finances. Ideal for someone with a background in accounting who enjoys helping others and working with software.

You'll be responsible for:

- Responding to customer queries via phone, email and chat
- Delivering training sessions to help users get the most out of the software
- Testing new features and sharing feedback with product teams
- Proactively identifying ways to improve the customer experience

We're looking for someone who:

- Has a solid understanding of accounting (degree or practical experience)
- Communicates clearly and confidently
- Is tech-savvy and comfortable learning new systems
- Is friendly, curious and eager to help others succeed

HOW CAN YOUR CV BRING THESE
SKILLS TO LIFE?



LinkedIn

Top LinkedIn Tips

1. Pick a good photo

Use a clear, friendly photo where you look approachable and professional. No selfies or group shots.

2. Write a short, confident headline

Say what you're studying or interested in – e.g. “Student interested in finance and technology”.

3. Add a short summary (‘About’ section)

Explain what you're working towards, what motivates you, and what kind of opportunities you're looking for.

4. Include any experience or activities

Part-time jobs, volunteering, school clubs, sports teams – anything that shows responsibility or skills.

5. Start building your network

Connect with classmates, teachers, mentors or family friends. Follow companies and professionals you admire.





Questions?

STAY IN TOUCH

Thank you!

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