



BEGINNER'S CV GUIDE

from Fledgling Work

No CV yet? No problem.
Here's everything you need to get started.

What Actually Matters

(more than job history)

What you
can do

How you
think

How you
communicate

How reliable
you are

Not a long list of past jobs.

What to Include

(not just work experience)

University/college projects

Societies

Coursework

Group work

Essays

Presentations

Personal projects

Reports

Unpaid/informal experience

Volunteering

Side projects

Tools you've used

Canva

Figma

HTML/CSS

Excel

Powerpoint

Adobe

Notion

Social Media

CapCut

If you've done something that involved thinking, creating, researching, organising or communicating, it counts.

Our Recommended CV Structure

1

Profile (4-6 lines)

Who you are, what you're studying (if relevant), and what kind of work you're interested in.

2

Skills

Practical skills (e.g. writing, research, social media, design, data, tools).
Top tip: Don't just list tools, show how you've used them.

3

Projects & Experience

This can be coursework, personal projects, volunteering or paid work – briefly explain what you did and what you learned.

4

Education

Course, institution and dates.

Not sure what your CV should look like?

Click here to browse free student CV templates on Adobe Express. Pick one you like and make it your own.

