

EmployAbility Guide: Crafting Your CV for Google and Beyond

A Supportive Start to Your Application Journey

Welcome! We are so pleased to be working with you on your career aspirations. Applying for roles at leading companies like Google can feel like a big step, but remember, **you have unique skills and value to offer**. Our goal at EmployAbility is to help you present your experience in the clearest, most impactful way possible.

This guide shares key advice directly from Google on what makes a successful CV, combined with important elements that we ask all our candidates to focus on. By working on these areas now, you'll have a strong foundation for every application you make.

Foundational Clarity: Education and Experience

Before we fine-tune your CV for a specific job, let's ensure your base information is complete and shines a light on your potential.

- **Education in Full:** We know your educational journey is important. Please ensure you include **all** details:
 - The **full name of the institution** (University, College, etc.).
 - The **full title of your degree/course**.
 - The **dates you attended** (Month/Year to Month/Year, or expected graduation date).
 - Your **final grade/classification**, if not completed then mention what you think you will achieve and expected Graduation date.
 - **Recent Graduates/Limited Experience:** If you are a recent graduate or have limited traditional work experience, this section is vital. Include **relevant school-related projects, major coursework, or dissertations** that demonstrate the skills and knowledge required for the roles you are aiming for.
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Google's CV Blueprint: Value and Impact

Google specifically looks for candidates who can articulate the **outcome and value** of their work. They don't just want to know *what* you did; they want to know *why* it mattered and *what difference* you made.

1. The Impact Formula (The Power of "X, Y, Z")

We encourage you to use a powerful, data-driven structure for every significant achievement on your CV. This formula helps a recruiter quickly see your impact:

"Accomplished [X] as measured by [Y], by doing [Z]."

- **[X] (The Achievement):** What did you accomplish? (e.g., Increased efficiency, Reduced cost, Improved user satisfaction).
- **[Y] (The Measurement):** How did you measure success? **Use numbers and data!** (e.g., by 15%, resulting in \$5k savings, rating went up from 3/5 to 4.5/5).
- **[Z] (The Action):** What action did you take? (e.g., by implementing a new streamlined process, by developing a custom reporting tool).

Example:

- **Instead of:** *Responsible for improving team project delivery.*
- **Try:** *Accomplished a 20% reduction in project delivery time as measured by tracking weekly sprint velocity, by doing a review of resource allocation and introducing a daily stand-up meeting.*

2. Align and Target

- **Meet the MQs (Minimum Qualifications):** Carefully read the job description for the role you are targeting. Ensure your CV clearly and explicitly demonstrates that you meet the **minimum qualifications** (MQs). Don't leave the recruiter to guess!
- **Tie Skills to the Role:** For each position/project listed, align your skills and experience directly with the requirements in the job description.

4. Keep it Concise

While there isn't a strict page limit, Google advises being **clear and succinct** and generally recommends no more than a 2-page CV. We also recommend that you do not include a photo. Focus on the most relevant and impactful information. We can always help you prune and edit but start with the full story of your accomplishments.