

How to Write an Effective CV for Actuarial Roles



Landing a great actuarial role can be daunting, but having a stellar CV will give you a strong headstart. Treat your CV as a marketing document. Your goal is to show why you're a great fit, not just list everything you've ever done. Keep the reader in mind: many hiring managers spend only a minute or two scanning initial documents, so it is important to focus on the qualities they are most interested in: clarity, professionalism, technical capability, and progress toward CAS credentials. Your CV should clearly demonstrate these strengths. This tip sheet will help you present the most relevant information simply and effectively.

1. Use a Clean, Professional Structure

Most employers prefer concise and straightforward CVs that are accurately read by Applicant Tracking System (ATS) systems. Clean and simple CVs perform better than overly stylized layouts.

Formatting tips:

- Utilize standard fonts (Arial, Calibri, Times New Roman), 10–12 pt.
- Make sure contact information, e.g. full name, email and contact number, are clearly listed.
- Incorporate clear section headings: Exams, Skills, Experience, Education.
- Avoid photos unless local norms require it (e.g., some roles in Mainland China may expect a photo; most roles in Singapore, Hong Kong, India, Malaysia do not).
- Use acronyms sparingly. Not every reader will know them, so write out the full term the first time to keep your CV easy to understand.
- Save your CV as a PDF and use a standardized file name, such as: Firstname-Lastname-CV.pdf.

2. Stand Out for Entry-Level Roles

For early-career job seekers, here are some tips to stand out in a crowded applicant pool:

- One page is ideal unless you have significant internships or projects.
- Include all professional and internship experience – with special emphasis on hands-on work in roles relevant to the actuarial profession.
- Highlight CAS exam progress early, as HR screens often prioritize candidates with demonstrated commitment.
- Showcase your university achievements. If you have a strong GPA, highlight it. Include relevant coursework, actuarial case competitions, or university leadership roles. You can also list professors or internship supervisors as references to reinforce your achievements.
- If shifting career paths, a short summary of your professional background can help employers understand your transition.

3. Experienced professionals – showcase your achievements

For those with industry experience, follow these guidelines:

- Two pages are acceptable if the content is relevant to the type of role you are seeking.
- Use quantified achievements where possible (e.g., “Improved pricing model accuracy by 12%”).
- Emphasize regional experience (e.g., “Worked with regulators in Singapore MAS filings”).
- Showcase how well you engage with others in the field. This may include stakeholder engagement, or mentoring junior staff members.
- Highlight cross-border collaboration and cross-cultural communication skills, many actuarial teams work in a variety of international markets.
- Technical skills are highly valued: Excel (advanced), VBA, SQL, R, Python, Prophet, ResQ, RAFM, MoSes.

5. Skills, Languages & Credentials

In addition to your job skills and exam progress, don’t forget to include these important accomplishments:

- Languages can be a great asset, especially for roles in multinationals. Highlight the languages that you have professional proficiency in that will be relevant to the role you are seeking.
- Awards & scholarships earned.
- Include participation in the CAS Summer Program or actuarial case competitions and share the skills you gained from these experiences.
- Speaking engagements, publications, or notable research projects will also help your CV stand out.
- Volunteer or leadership experience will help employers recognize how well you will perform in a team and your growth potential.

6. Final Checks Before Submitting

- Proofread thoroughly - attention to detail is crucial in actuarial work, and accuracy in your CV is one way that you can communicate that this is something you value.
- Ensure consistency in font, text size, and date formatting.
- Verify LinkedIn or portfolio links.

Be sure to avoid these common mistakes:

- Listing irrelevant personal information (marital status, date of birth, religion, weight/height).
- Using vague responsibilities instead of outcomes.
- Leaving outdated roles or too much early-career detail.
- Burying exam progress or technical competencies.

In Conclusion

A well-crafted actuarial CV doesn’t just summarize your background - it shows employers your potential, your commitment, and the value you’re ready to bring to their team. By presenting your technical skills, exam progress, and accomplishments clearly and confidently, you make it easy for hiring managers to see why you’re a strong candidate. Invest the time to refine your CV now, and you’ll open the door to more interviews and better opportunities ahead.