

CV Writing

Presentation by **Careers Network**

Presenting with Impact

- 30 - 60 seconds is the average amount of time spent on scanning a CV
- Your CV is like a film trailer, if it looks good and is aimed at the right market people will want to see more.



Why do you need a CV?

To make speculative applications

To reply to job adverts or opportunities

To attach to online application forms (if requested)

Main purpose: **To get to an interview**

Standard Recruitment Process

1. Workload means new person needed.
Not appropriate for temporary staff or existing staff
2. List of tasks compiled
(forms job description)
3. Suitable level of experience and skills decided (forms person specification)

Standard Recruitment Process

4. Advert is written to attract lots of candidates
5. Applications are considered according to the job description and person specification
6. Short list produced (occasionally a 'wild card' is included)
7. Short-listed candidates invited to interview

Standard Recruitment Process

8. At interview, candidates are 'probed'
9. If lucky, one successful candidate and one reserve candidate are identified.
10. If unlucky, no candidates are suitable and the whole process must start again
(very expensive and time consuming).

How to read a job description & person spec

When reading through, identify:

1. Things that you can **match directly**
2. Things that you'll have to think about in terms of **transferable skills**
3. Things that are **new to you**

Remember

The essential and desirable criteria for a job is a wish list created by somebody else.

It's unlikely that candidates will have all of the essential criteria on the wish list.

If you look like you can easily develop into the role, you still have a good chance

(transferable skills)

If you don't have much to go on

- You need to infer job description and person spec from the info you have
- Read through carefully and underline the key words.
- Try to work out which are essential and which are desirable criteria.

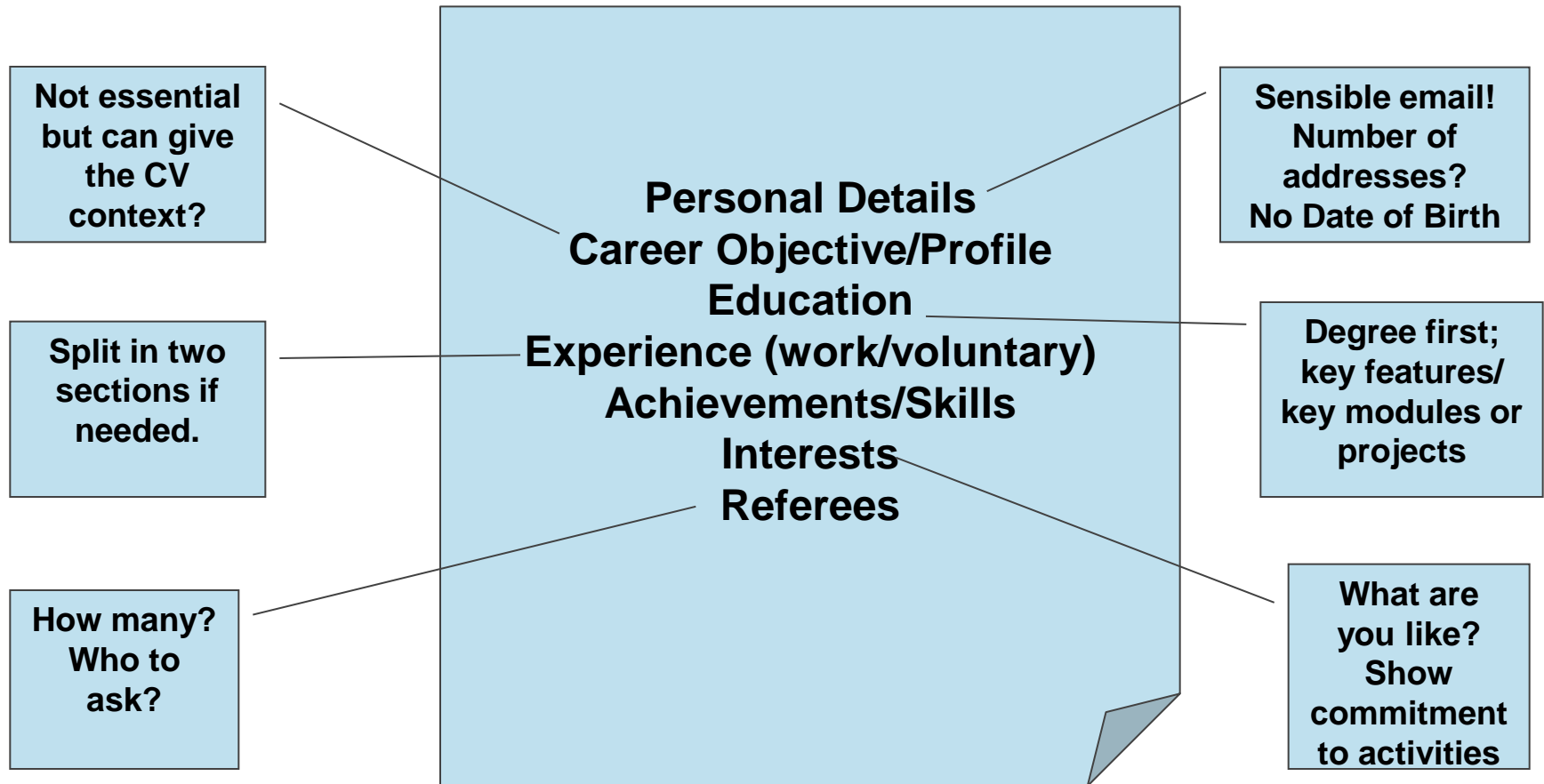
www.prospects.ac.uk

Scientific Careers

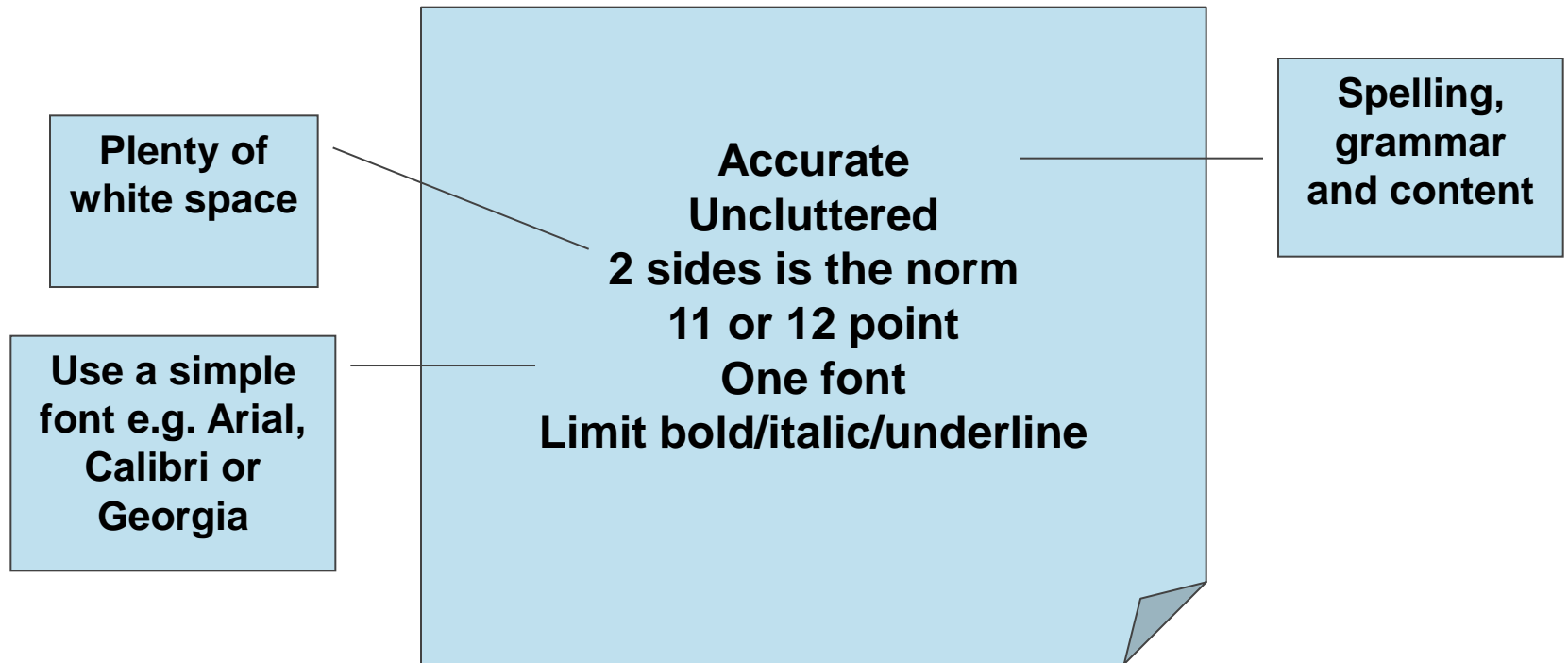
What are Employers looking for?

- Emphasis on your degree
- Machines and Techniques - details
- Evidence of lab based work
- Emphasise placement year and company
- HCPC Registration Number – www.hpc-uk.org
- Visa Status
- Show flexibility
- Enthusiasm!!

Content



Visual Impact



John Matchtech
1 Matchtech Road
Matchtech County
MA1 2TC

Tel:
E-mail:
Registration Number : (if you have this)

Personal Profile

A short paragraph about yourself and the opportunities you are looking for
Show an interest in Science
Keep this information factual!

Education

From - To **UNIVERSITY NAME**
BSc In SUBJECT with CLASSIFICATION if possible
- with placement?

Key subjects:

- Core modules?
- What have you particularly enjoyed?
- Unique elements to your course that would make you an attractive option to employers?

4th Year Personal Project:

Emphasise Technical and soft skills developed
Identify areas of development
Did it lead to further discoveries and research?

3rd Year Group Project – STAR:

Emphasise technical and soft skills developed
What was the objective?
What preparation was undertaken before commencing?
What was your role within the team? How was this decided? Did you enjoy your role? Why?
How did you overcome any difficulties?
Results?

Technical/Lab Based Skills:

Talk about lab based experience – machines – procedures – techniques you have used

date – date COLLEGE WHERE A-LEVELS OR EQUIVALENT WERE STUDIED
List subject and Grade
A-Level: Mathematics (C), English (A), German (A), Biology (B),

date – date SCHOOL WHERE GCSE'S OR EQUIVALENT WERE STUDIED
List subject and Grade
10 GCSE's grades A-C including Maths (B), English (A)

Relevant Work Experience – Placement Year first

Date – date

THE SCIENCE COMPANY, LOCATION

Position: Junior Lab Technician

Description: Key areas/responsibilities? Skills gained/used? Areas of development? Areas you enjoyed?

Key Skills (Competencies)

You may wish to have a section that highlights your key skills if you have no relevant work experience – list the skill and back up with evidence
i.e. Team Working – Leader of Final Year Group Project

Other Work Experience

Date – date

THE CAFE, LOCATION

Position: Waiter

Description: Key areas/responsibilities? Skills gained/used?
Areas of development? Areas you enjoyed?

Date – date

VARIOUS BAR POSITIONS WHILE AT UNIVERSITY

Position: Function Bar Staff

Description: Key areas/responsibilities? Skills gained/used?
Areas of development? Areas you enjoyed?

Interests

- Sports ??
- Travel ??
- Film ??
- Reading ??
- Interests related to your degree??

Remember don't lie about interests! You will be found out!
Try to show an interest in Science – Employers want to see that you are enthusiastic!!

Additional Information

- Languages ??
- Drivers Licence ??
- Are you flexible with location?!
- Would you consider permanent and contract role?!

References are available on request.

Types of CV - Chronological CV

ASHLEY GILL

3 Lappage Court
Tyler Green, Bucks.
HP8 4JD

If you include a profile make sure it's concise and related to the specific skills and experience required.

Telephone: 01882 652349
Mobile: 07717 121824
Email: ashleygill2023@gotmail.com

Multi-lingual business student with International financial experience and ability to develop business relationships seeking a financial consulting career in life insurance and pensions.

Education and Qualifications

2008 – present

Buckinghamshire Edge University
BA International Business Studies with Spanish (expected 2:1)
• Six-month work placement in Madrid.
• 12,000 word dissertation analysing the UK pension market to 2050.

Highly mathematical and technical degree giving me excellent numerical skills and ability to conduct sophisticated statistical tests.

Demonstrated ability to gather pension data from a wide range of sources, draw appropriate conclusions and clearly communicate my findings, resulting in a 73% grade and a business recommendation.

Relate your degree to the job by listing your relevant modules/dissertation and outlining the related skills you've gained.

2000 – 2007

Freebridge School
A-Level: Business studies (B), French (C)
8 GCSEs including Maths, English, Spanish and French

Finance Related Work Experience

2011 (Feb – Aug)

Audigest S.A. (Madrid) Audit Assistant
• Six months' work experience in an international bank.
• Reviewing company financial systems and analysing risk.
• Testing to check that financial information systems were fit for purpose.

If you have relevant experience it can be useful to group it all together.

Developed excellent data investigation skills such as an ability to use a range of sources, check findings and question conclusions resulting in a key role helping business clients develop efficient systems.

Built longstanding business relationships through outstanding client service delivery, a professional attitude and an ability to communicate with senior colleagues in both English and Spanish.

List your relevant duties.

2008 (Jan – Aug)

Top Choice Holidays and Flights Ltd (Low Wycombe) Financial Assistant/Supervisor
• Supplier statement reconciliation: Worked in a team of four matching invoices to payments made on account.
• Matched Income to expenses over the financial period.

Directly relate your experience to the skills required by outlining how you performed the skills to a high level.

Demonstrated excellent teamwork skills in a busy financial environment, such as an ability to listen to clients and managers, perform my role to a high level and support colleagues, resulting in an early promotion.

2007 (Jul – Aug)

Dogs Protection League - Financial Assistant

- Working within the accounts payable team.
- Conducted bank reconciliations, branch recharges, updated sales and purchase ledger and calculated trial balances.
- Maintained fixed asset register.
- Responsible for producing branch holding funds and preparation of management accounts.
- Passed OCR Level 1 Book Keeping course.

Highlight the heading

Make sure your dates are easy to see.

Quickly established myself as an enthusiastic and flexible finance professional ready to take on a wide range of technical data gathering and investigation roles.

Neatly align your headings.

Demonstrated sound problem-solving skills by developing a new financial protocol for assistants which is still being used today.

2006

Dave Bruegold Chartered Accountants - Work experience

Developed a strong passion to work in client service delivery within the finance industry.

Use short positive statements and power words.

Additional Work Experience

2010

Finsbury's supermarket (Hazelbridge)
Supervisor - Managing a small team and providing customer service.

2008 – 2011

Buckinghamshire Edge University
Learning resources assistant and university tour guide

2006

McHenry's Restaurant (Low Wycombe)
Crew member and supervisor

Less detail is required for less relevant/older roles.

Voluntary Experience

2011

Teaching English in Spain

2009

Student volunteering: Teaching young adults DJ'ing skills

2007

Teaching English in Mexico

Additional Skills

Outline any useful skills that are not mentioned in the advert/job description.

Languages

- French: Semi-fluent.
- Spanish: Fluency obtained working in Spanish-speaking countries.

IT

- OCR Level 1&2 Web design.
- Experience with SageLine 100, Barclays Business Master and Care (LiveContacts).
- Confident with all Office applications, email and internet.

Additional

- Enjoy running and have successfully completed organised races for Diabetes UK.
- Clean driver's licence.

Referee details available upon request

Use the two full pages.

Chronological CV

Advantages:

- Clear and easy to read.
- Good if your career path has been linear, and the job you're applying for is similar to the ones that you have done previously.
- Requires less tailoring than the other CV styles.
- Good for more traditional employers, and for academia.

Chronological CV

Disadvantages:

- Highlights career gaps, which then have to be explained somewhere.
- Not so good for career changers or those with a portfolio career, as it's harder for potential employers to make connections.

Skills based CV

ASHLEY GILL

3 Lappage Court
Tyler Green, Bucks.
HP8 4JD
ashleygill2023@gmail.com

Telephone: 01882 652349
Mobile: 07717 121824
Email:

Personal Details

Summary

- Business studies with Spanish undergraduate.
- Ability to speak French and Spanish.
- Extensive business experience including an internship with Top Choice Holidays.

Skills and Achievements

Make sure you carefully assess the job advert/job description and address all the skills they require.

Effective communication

- Able to communicate effectively with a wide range of clients and colleagues, by showing interest, carefully listening to needs and appropriately adjusting my message, as demonstrated during my time at Finsbury's Supermarket.
- Strong presentation skills and confidence demonstrated by experience of delivering presentations in different languages to groups of five to fifty.

Customer service

- Ability to quickly build rapport with customers and calmly deal with any problems as shown during my retail experience in high pressure environments.
- Capacity to maintain professional relationships through email and other written correspondence, for example, at Audigest in Madrid, where I built longstanding business relationships with customers and colleagues across the globe.

Teamwork

- At Top Choice Holidays demonstrated excellent teamwork skills in a busy financial environment, such as an ability to listen to clients and managers, perform my role to a high level and support colleagues, resulting in promotion.

Administration

- Excellent ability to plan ahead and manage time effectively, for example, managing complex roles during my internship at Top Choice Holidays.
- Gathered data from a wide range of sources during my dissertation whilst balancing my other studies and two jobs, resulting in a 73% grade.

Prove you have each of the skills required by outlining where you performed them and how you performed them well.

Experience of travellers' needs

- Recent travel consultancy experience gives me an in-depth understanding of the expectations of holiday customers and the competitive nature of the industry.
- International travel experience and language ability give me an empathy with travellers and a passion for helping them find a unique holiday experience.

Initiative

- Self-funding an evening course in bookkeeping during my first accountancy role demonstrated my ability to plan ahead and take control of my career.
- Successful study and work in Spain and Mexico show that I can creatively develop my skills and experience and adapt to new and different environments.

Sales knowledge

- Wide experience of financial roles gives me an awareness of the tight monetary pressures which drive UK service industries.

- Raised sales at The Dogs Protection League by 12% by up selling add-on packages to new and existing customers.

Language ability

- Spanish fluency obtained working overseas, French - semi-fluent.

Education and Qualifications

2008 – present

Relate your degree to the job by listing your relevant modules/dissertation.

Buckinghamshire Edge University BA International Business Studies with Spanish (expected 2:1)

- Study semester at The University of Valladolid (Spain).
- Six-month work placement in Madrid.
- Relevant modules included: Business Planning; Sales Promotion and Marketing; and Business Operations Management.

2000 – 2007

Freebridge School

A-Levels: Business Studies (B), French (C)
8 GCSEs including Maths, English, Spanish and French

Work History

2008 – 2011

Buckinghamshire Edge University – Learning resources assistant/tour guide

- General administrative and customer service roles.

2011 (Feb–Aug)

Audigest S.A. (Madrid) – Audit Assistant

- Six months' work experience in an international bank.
- Liaising with colleagues and clients in English and Spanish.

2010 (June–Dec)

Finsbury's supermarket (Hazelbridge) – Supervisor

- Managing a small team.
- Customer service in a busy competitive environment.

Briefly list your relevant duties.

2010 (Jan–Aug)

Top Choice Holidays and Flights Ltd (Low Wycombe) Financial Assistant/Supervisor

- Working in a range of teams to manage complex financial processes.

2007 (Jul–Aug)

Dogs Protection League – General Assistant

- Dealing with enquiries and selling packages to a range of clients.

2006 (Jan–Dec)

McHenry's Restaurant (Low Wycombe) – Supervisor

Voluntary Experience

2007/2011

Teaching English in Mexico/Spain

Interests

Active member of University Business Club – Winner of the 'Bucks Best Business Pitch' award in 2010 Enterprise week, judged by Michael Eavis.

Referees

Include all your referee details including their email and phone number (but ask for their permission first).

Professional: Mr. Jose Andreas, Management Accountant, Audigest, Avenida de Concha Espina 2, Madrid, ES-28036, +34 91 398 5476, j.andreas@audigest.es

Academic: Dr. Jane Luffie, Personal Tutor, Buckinghamshire Edge University, Due Road, Low Wycombe, Bucks, HD15 3DL, 01628 435 6784, j.luffie@bedge.ac.uk

Skills based CV

Advantages:

- Good for those with limited relevant experience since it highlights the skills you offer rather than the jobs you have done
- Good for those with career gaps as the emphasis is on skills, and the chronological part of the CV is smaller and comes later
- Since you tailor the skills section to match the person specification and job description, this makes it very easy for the recruiter to shortlist you (provided you explain your skills well!)

Skills based CV

Disadvantages:

- Modern style is not welcome in more traditional sectors, including academia
- Career objective statements are liked by some people and loathed by others

9 ways a bad CV can damage your employability

- No unique selling point
- Failing to tell a convincing story
- No relevance to the reader
- Focussing heavily on features rather than benefits
- Factual Errors
- Spelling mistakes and poor grammar
- Exaggerating or making questionable claims
- Too long
- Generic statements that have no substance

From [The Graduate Jobs Formula: how to land your dream career after graduation](#)
by Dr Paul Redmond

**Curriculum Vitae
John Smith
25 Johnson Drive
Johnson Town
JT7 8UU**

PROFILE

I am hardworking, a team player and always aim to do my best. I have now graduated and am looking for a full time role.

EDUCATION

Canterbury University 2007-2010
BA Hons – Media 2.1

St John's High School, Johnson Town 2001-2007
3 A levels
8 GCSE Passes

WORK EXPERIENCE

2008 – 2009 – Work Placement - Kent Messenger – Sports desk

- Assisting with sports articles

2007 – now (part time work at Waitrose, Herne Bay)

- Customer services

2006 – 2007 (part time work at Tesco, Johnson Town)

- Delicatessen

HOBBIES

Hanging out with friends, football and other sports

REFERANCES AVAILABLE ON REQUEST

An example of a Graduate CV that requires some work!

- Laura Jennifer Susan Smith
- 123 Hillside Avenue
- Lower Portland
- Hull
- HU12 ENA
- 123you@ask20.com
- 01272 823567
- 07272340598

Title the section 'Personal Information', and don't over-use bullets

Poor Layout throughout this entire section

Education

2004 – 2007 – University of South Field – Harriton Road Campus - Essex – BA English and Australian Literature – 2:1

2002 – 2004 – Hunnyford Performing Arts College – Humberside Road – Essex – A Levels in English (B), Drama (C), Dance (B) and Theatre Studies (A)

1997 – 2002 – Hunnyford School – Humberside Road – Essex – GCSEs in Double English (AA), Double Science (CC), Mathematics (C), History (B), Drama (A), Dance (A), Home Economics (A), French (C)

Employment History

2004 – 2007 – University of South Field's Student Theatre – Stage Assistant

Responsibilities:

- Assist team leaders with set up for productions
- Help get costumers ready for dress rehearsals and shows
- Sometimes act as a prompt for actors as and when required
- Work with other team members to identify lighting, background and stage prop requirements
- Clean the stage prior to performances and place props in correct places
- Assist with lighting as and when required
- Serve drinks and ice-creams to customers during performance intervals

No reference to achievements and general feel is one of 'assisting'

Other Interests

I enjoy participating in all aspects of University Life. I particularly enjoy socialising with my friends. I also enjoy listening to music, reading and shopping. I am a member of the Raise and Give Society at University and I play the Clarinet in the University's Jazz Band.

References

Mr John Almond – 01272 345090
Mr Michael O'Neil – 01272 561289

No indication of who these people are!

Writing a career objective for a CV

Presentation by **Careers Network**

Career Objective Statements

- Useful for career changers/first time job applications
- A quick overview of who you are and your main skills
- Useful for employers who are reading through many CVs at a time.
- Usually* in the third person

Writing your career objective statement

1. Who/what you are
e.g Enthusiastic biology graduate or doctoral researcher specialising in plant genetics
2. Additional skills or experience of special interest for the job that you're applying
e.g with previous lab experience gained through my University research placement
3. What you're looking for
e.g looking for a one year placement within a research organisation or management position in a biotech company

Standing out from the crowd

LinkedIn[®]

- Increasingly used by recruiters and by job hunters
- An online CV (but much better)
- An excellent job hunting resource
- Network through interest groups.

Twitter

- Keep up-to-date with individuals, organisations, recruiters
- Use job-search function
- Send professional Tweets
- Advertise your Twitter feed on your other profiles



Facebook

- Can also use as an online CV
- Become a Fan
- Privacy settings



Quote

Consider including a quote from someone you have worked with in the past.

This can give the CV more credibility

Cover Letter Writing

Presentation by **Careers Network**

Covering letters

- Introduces you to the employer
- Tells your story, highlighting important parts of your CV
- Explains how this job is the perfect match with your experience and career plans
- Shows the unique quality you bring to the job
- Shows that you are interested in the organisation
- Show you are enthusiastic about learning new skills in the job
- Is a proper letter

Content

Send to a
named
person if at
all possible

Your address

NOT your name

Name of employer
Employer Address
Date

Dear Mr/Mrs/Ms... OR Dear Sir/Madam

Text of letter

1 side of A4; 4 key paragraphs

- WHY you are **writing** to them; vacancy number, where advertised
- WHY **YOU**; opportunity to showcase the **benefits** of your experience, skills and knowledge.
- WHY **THEM**; what appeals about the organisation and role; show your research
- **THANKS** for taking the time and your availability

Yours
sincerely with
Dear
Mr/Mrs/Ms...

Yours
faithfully with
Dear
Sir/Madam

Yours sincerely OR Yours faithfully

Your signature
(Name in type)

Key components

Why the job role/organisation interests you

Why you are suitable

Give specific examples – not general statements

Show them you have researched the organisation

Refer to key points in your CV – add extra detail – not just repeats

Cover Letter Etiquette

Always send a covering letter with your CV, even if not asked for. Exceptions:

If you hand a CV in person e.g. at a fair

If attached to an application form

1 side A4 - Concise, clear, easy to read

Accurate spelling and grammar

Business letter format

Resources

www.intranet.birmingham.ac.uk/careers

www.prospects.ac.uk

<http://www.careerplayer.com/>

Don't forget that you can book a one to one CV checking appointment through our website. You can also email a copy of your CV