

Creating a Curriculum Vitae (CV)

Guide to Completing Your UCAS Personal Statement

Guide to Volunteering

Parents Guide to Higher Education

Quick Guide to Higher Education

Retention & Progression Guide

Creating a Curriculum Vitae (CV)

The following guide has been developed to help you to create your own CV. There are tips, advice and examples for the perfect CV.

There is no correct way of designing a CV however, there are some basic guidelines.

The aim is to create a CV that is effective and works for you.



Your CV should be an up to date, concise and relevant document outlining your educational and work achievements along with your skills and key strengths. A CV is normally the first contact you have with a potential employer and should be written in a way that shows them that you have the relevant skills, experience and qualities needed for the job.

A CV is one of the most important tools you have to help you get invited to interview and secure a new job.

How to layout a CV

Each person's CV is different, not only in presentation but also in its content. There are many ways a CV could be structured and the format you choose needs to show you in your best light.

Quite often the content in each format is the same but just presented in a different way. A CV should be no more than 2 pages. It should be printed onto good quality A4 paper. Try to avoid sending photocopied CV's to employers as these may often appear to be poor quality

The most commonly used CV formats are:

- Chronological based CV
- Skills based CV

Did you know?

43% of people lie in their CV's in order to land a job. If the lie is discovered, you could lose out on an excellent opportunity or be fired after accepting a position. Your best bet is to honestly portray your career history.

51% of all CVs are processed via a tracking system that works by detecting keywords.

Of the CVs that get automatically rejected:

61% with spelling mistakes or typos

35% with an inappropriate email address

30% don't include a list of skills

22% more than two pages long

Whatever format you choose remember you will need to continuously update and amend the content of your CV. In order to increase your chances of being shortlisted for interview you should write you CV based on each job you apply for, ensuring you cover all points and the job description and person specification provided by the employer.

You can use the information in this booklet to help you develop a CV and create an accompanying covering letter that will best suite your needs.

Example of Chronological Based CV

Name

44 Nowhere Drive, Somewhere Town, Somewhere City
nowhere@hotmail.co.uk
07123456789

PERSONAL PROFILE:

I have excellent communication skills because I have worked in a customer services environment previously. I work well in a team and as an individual. I am reliable, have good time keeping skills and I am trustworthy. I have a strong sense of responsibility and I am always ready to listen and learn I also have a very good telephone manner.

KEYSKILLS:

I am IT literate and I am able to use Microsoft office programs. I can work under pressure and I am able to work to a deadline having previously done so at sixth form. I have good customer service skills and I am flexible in regards to working hours.

EDUCATION:

Somewhere School, Somewhere Town 1995-2000

GCSE Qualifications:

IT Double Award	BB	Science	C
English Literature	D	Maths	C
English Language	C	Art & Design	C

FURTHER EDUCATION AND TRAINING:

Somewhere College, Somewhere Town

Sept 2000 – June 2002

A Level

Psychology	A	Business Studies	C
Media Studies	A	IT	C

EMPLOYMENT HISTORY:

The Hairdressers, The Street, The Town

June 2000 until Present (Weekends)

Salon Assistant

- Answering phones
- Booking appointments
- Providing excellent customer service
- Providing customers and staff with tea and coffee

WORK EXPERIENCE:

Alphabet design, The Road, The Town

May 2008 – May 2008

Trainee Graphic Assistant

- Gained skills within an office environment
- Gained skills working towards a deadline
- Gathering digital information

HOBBIES & INTERESTS:

I follow sports including rugby in my spare time, I enjoy learning photography and have recently joined my local badminton team.

REFERENCES:

Available upon request

Example of Skills Based CV

Name

44 Nowhere Drive, Somewhere Town, Somewhere City

nowhere@hotmail.co.uk

07123456789

A friendly, adaptable and reliable individual, possessing excellent customer service and practical skills. A good team player who is well organised and able to manage time effectively, now keen to develop existing skills within a retail environment.

Skills & Achievements

Customer Service and teamwork

- Working as part of a team, dealing with client enquiries and keeping them informed on progress of work
- Regular contact with clients in order to deal with queries
- Taking care of 8 elderly and disabled residents, accompanying them on outings
- Working as part of a team of 30 on contracts throughout the UK and Ireland at GAP retail, JJB Sports, and Schuh.
- Regular contact with head office to report on progress of work carried out
- Gained bronze Duke of Edinburgh Award involving various outdoor activities and well developed teamwork skills

Administration

- Carrying out instructions from weekly job sheets, copying and collating job packs
- Jointly planning most time and cost effective routes through UK
- Photocopying and filing using office procedures

Health & Safety

- Adhering to strict company health & safety procedures
- Using specialist equipment to company standards
- Participating in regular company training in customer service and health and safety

EDUCATION AND QUALIFICATIONS:

Somewhere College, Somewhere Town

Sept 2012 – June 2014

10 GCSEs: grades A to C, including Mathematics and English

EMPLOYMENT SUMMARY:

Summer 2010 Retail Assistant, Monsoon, Southport

Responsibilities included training new staff, customer liaison on ordering desk and deputy supervisor role.

2009-2010 Waitress, The Yew Tree, Southport

High-level customer service skills developed in pressurised environment.

Summer 2009 Retail Assistant, Matalan, Liverpool

Demonstrated flexibility by working variable shifts at short notice.

REFERENCES:

Available Upon Request

What to include in a CV

As previously stated your CV will need to highlight the experiences, skills, qualifications and qualities you have that employers are looking for. This will vary from person to person and from job to job meaning there is no set CV that will suite all people and all jobs. However there are key areas that you will need to cover and key statements that you can use to help you do so.

Key Statements

- I enjoy a challenge
- I have a good telephone manner
- I am keen honest and trustworthy
- I am adaptable and a quick learner
- I am a good timekeeper with a proven track record of attendance
- I take pride in my work/ appearance and always do a good job
- I have a strong sense of responsibility
- I possess effective communication skills
- I am happy to work on my own or as part of a team
- I am hardworking and willing to learn new skills
- I can work on my own initiative
- Willing to learn all aspects of the work
- Able to work with a minimum of supervision

Transferable Skills

Transferrable skills are the skills you acquire during activities in your life which can be applied ('transferred') to new situations. You can acquire skills through all sorts of activities such college, employment, voluntary work and hobbies.

Along with good communication skills, literacy, numeracy and ICT skills employers typically want their staff to be able to:

- Problem solve
- Organize their time and workloads
- Work to deadlines
- Work independently
- Work as part of a team
- Use their own initiative
- Have a flexible approach to work
- Be reliable
- Follow instructions and guidance
- Complete tasks

Overall skills you highlight in your CV should be based upon the skills needed to do the job effectively, again referring back to a job description and person specification will help you to do this.

STAR method to Explain Your Transferrable Skills

When highlighting your transferable skills and strengths it is important to put these into context, i.e. give an example of how you gained or have used these skills. Simply stating that you 'have excellent communication skills' without any explanation of how or why does not demonstrate that you actually have excellent communication skills.

Using STAR to structure parts of your CV will enable you to do this.

- S Situation (where were you working/studying/volunteering?)
- T Task (what did you have to do?)
- A Action (how did you go about completing your task?)
- R Results (what was the outcome?)

Covering Letters

Finally, most employers will ask that you provide a covering letter to accompany your CV. A covering letter gives you an important opportunity to draw out key points from your CV to state where there is a good match between what is required of the role and what you have to offer.

Example of a Covering Letter

Dear [title and surname of hiring manager]

I am writing to express my interest in the role of [job title or job reference number] as advertised on XXXXXX. As you can see from my attached CV, I have [number] years/months' experience as a successful [job role].

Currently I am unemployed following [redundancy/a break while caring for a family member/another valid reason] but wish to return to work. I have spent the past [time period] gaining additional [skills/qualifications/work experience] and can offer [name skills/qualifications].

In my previous [employment/work experience] I achieved a number of successes, including: [give an example. xxxxxxxxxxxxxxxxxxxxxxxxxx The aspect I enjoyed most about my work was [working in a team/using technical skills/helping customers/whatever it was].

I am confident I have the attributes that [name of recruiting company] is looking for and am available for an immediate start. I would very much welcome the opportunity to discuss my application in person.

Yours sincerely
Your name

Example:

Situation:

Secured my placement working as an Office Junior

Task:

Assigned to work on the call centre team, taking calls for the Department Manager

Action:

Was responsible for taking and recording calls and information for new clients.

Results:

Developed strong communication skills both on the phone and in person. Improved my organisation skills when taking the details of clients and logging them clearly. Developed my ICT skills by transferring all information on to the internal systems at the end of each day.

Structuring your CV in this way will give each point you make more substance and will show the employer that you are able to reflect on your skills and how and where you developed them.

Useful websites:

<https://nationalcareersservice.direct.gov.uk>

www.monster.co.uk

www.fish4.co.uk

www.adeco.co.uk

www.waytowork.com

www.totaljobs.com

Further information

For further information or advice speak to one of the Retention & Progression Coordinators in The Pod.

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