

CV writing workshop

Chris Watts

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Introductions

- Arval – who are we?
- Chris Watts – what's my day job
- You guys – Year 10 students

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Applying for work or academia greatness in 2018 and beyond

- Competition – companies and colleges have choice
- They want to know you are keen and committed
- You have one chance to make a first impression
- You/your application need to stand out
- CV needs to be top notch
- Dazzle your audience with a superb cover letter

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What is a CV or Curriculum Vitae

According to Wikipedia -

A curriculum vitae is a written overview of a person's experience and other qualifications for a job opportunity. It is akin to a résumé in North America. In some countries, a CV is typically the first item that a potential employer encounters regarding the job seeker and is typically used to screen applicants, often followed by an interview. CVs may also be requested for applicants to postsecondary programs, scholarships, grants and bursaries. In the 2010s, some applicants provide an electronic text of their CV to employers using email, an online employment website or using a job-oriented social-networking-service website, such as LinkedIn. A curriculum vitae is a written overview of a person's experience and other qualifications for a job opportunity. It is akin to a résumé in North America. In some countries, a CV is typically the first item that a potential employer encounters regarding the job ...

What is a CV or Curriculum Vitae

My definition;-

A CV is an opportunity for you to tell a future employer or college/university how awesome you are and what a perfect fit you are for the job or course they are looking to fill. It's your opportunity to shine and blow their socks off!

“A good CV will get you an interview”

Completing a CV

- **Contact details** - Include your full name, home address, mobile number and email address. You do not need to include your date of birth or a photograph unless you're applying for an acting or modelling job.
- **Profile** - Placed at the beginning of the CV, a profile is a concise statement that highlights your key attributes or reasons for deciding to work in a particular field. Pick out a few relevant achievements and skills, while clearly articulating your career aims. It must focus on the sector you're applying to, as your cover letter will be job-specific. You should keep it short and snappy - 100 words is the perfect length.
- **Education** - List and date all previous education, including professional qualifications, placing the most recent first.
- **Work experience** - List your experience in reverse chronological order, making sure that anything you mention is relevant to the job you're applying for. If you have plenty of relevant work experience, this section should come before education.

Completing a CV

- **Skills and achievements** - This is where you talk about the foreign languages you speak and the IT packages you can competently use. Whatever you list should be relevant to the job and not over-exaggerated, as you'll need to back up your claims at interview.
- **Interests** - Simply writing 'socialising, going to the cinema and reading' isn't going to catch the attention of the recruiter. However, when relevant to the job, your interests can provide a more rounded picture of you and give you something to talk about at interview. Examples include writing your own blog if you want to be a journalist, or being part of a drama group if you're looking to get into sales.
- **References** - You don't need to provide the names of references at this stage. You also don't need to say 'references available upon request' as most employers would assume this to be the case.

An example

PROFILE

An energetic, professional and committed Recruitment Manager with a first class track record of success within various engineering, technical and retail markets. Highly skilled in attracting top industry talent through a range of specialist tools and professional recruiter techniques. An outstanding communicator and influencer at all levels with the ability to build effective teams and achieve sustainable business success.

INTERESTS

I am a keen runner and have completed the Brighton Marathon and many half marathon events, raising money for Crohn's and Alzheimer's charities which are close to my heart. I recently achieved Edinburgh half in 1hr 50mins. I love outdoor adventures and camping with my 3 sons. Early career included teaching English to children in Kenya.

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Completing a CV

- Start with the end in mind – what are my expectations?
- Think – why would I hire me? – how can I show my passion
- Add all relevant experience – doesn't matter how small
- Stick to one page – increase to a max of two
- Think about key words – make sure they are scattered amongst CV and covering letter
- Bring your application to life – show character

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Personal Statement

An intelligent and focused graduate attempting to bag a job position in Media Communications which will help utilize the organizational and communications skills obtained in school as well as further develop these skills in a practical and fast-paced environment.

Undertaking several internships programmes within organizations such as Lagos State Radio Service /Eko F.M, I have been able to develop not only specific media industry experience, but also a valuable and transferable skill set in this fast-paced sector.

Key Skills

- ✓ Good communication skills, both written and verbal, developed through numerous essays and presentations given during my time in college
- ✓ Ability to take the initiative and work well under pressure, ensuring strict deadlines are met, as successfully demonstrated during work experience placement projects
- ✓ Proficiency in all areas of Microsoft Office

Education

Pan Atlantic University, School of Media and Communication, Ibeju-Lekki

(2015 – 2016. In view)

The Carrington Heritage Centre for Professional Development (UK)

(2014)

- ✓ Professional Certificate in Human Resource Management

Cover letter

- Your chance to tell the world how passionate you are about being an Astronaut or Dolphin Trainer
- Why should someone invite you to interview?
- Really important as you may not have much/any experience

Cover letter

Keep your cover letter brief, while making sure it emphasises your suitability for the job. It can be broken down into the following sections:

First paragraph - The opening statement should set out why you're writing the letter. Begin by stating the position you're applying for, where you saw it advertised and when you are available to start.

Second paragraph - Cover why you're suitable for the job, what attracted you to this type of work, why you're interested in working for the company and what you can offer the organisation.

Third paragraph - Highlight relevant experience and demonstrate how your skills match the specific requirements of the job description. Summarise any additional strengths and explain how these could benefit the company.

Last paragraph - Use the closing paragraph to round up your letter. Reiterate your interest in the role and indicate your desire for a personal interview. Now is the time to mention any unavailable dates. Finish by thanking the employer and say how you are looking forward to receiving a response.

Cover letter

6 tips for the perfect cover letter

Be concise - Ideally a cover letter should take up half a page of A4 or one full page if necessary. Read through the document and cut out any unnecessary words and sentences.

Tailor to the organisation - You should rewrite your cover letter every time you apply for a position in order to target the individual company. Sending out a generic letter for all applications rarely yields positive results and recruiters can spot your lack of time and effort from a mile away.

Proofread - Never rely on a computer spellcheck program to pick up every mistake. Print off your cover letter and double-check for spelling and grammar errors before passing it to family member or friend to look over. Also make sure that your own contact details and the company name are correct.

Format - Presentation is important so you'll need to format your cover letter properly. Make sure the document is as uncluttered as possible, use the same font and size as you use in your CV and if you're sending it through the post or handing it in use good quality plain white paper to print it on.

Identify your USPs - They're your unique selling points. Be positive about what you have to offer and clearly outline how your skills and experience meet those requested in the job description. Demonstrate why you're the perfect candidate.

Include examples - Back up the claims in your cover letter with real evidence or examples that show how and when you've used your skills and experience.

Final thoughts

- It's your chance to shine so blow your own trumpet!
- You will be light on experience so talk about your passion. Why are you passionate, what have you been able to do and what's your ambition.
- Focus on soft skills – work ethic, communication, teamwork, attitude
- Ask parents, friends for help
- Have a think about the successes you have had across school, teams, sport, volunteering, research.
- Update your CV regularly
- Visit <https://www.reed.co.uk/career-advice/school-leaver-cv-template/>
- It's a work of art so don't rush.

Any Questions?



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