

Constructing an Effective CV

How and Why?



What is a CV?

- CV – Means Course of Life
- Achievements in work and out
- Career history
- Living document representing you
- A summary of you the worker
- A summary of you the person

How Does a CV Work?

- Grabs attention
- Stand out from others
- Be easy to read quickly
- Makes the reader want to read on
- Hopefully makes the reader want to meet you

CVs can be used to:

- Apply for jobs along with a covering letter
- Use the information to help complete job application forms
- Take with you to an interview
- Support speculative visits or letters to employers
- Use as a script for telephone interviews

A Newspaper

Each story

- Is competing with others to be read
- Has a headline that catches your attention
- Has a summary paragraph at the start to draw you into the story
- Puts the fine detail low down in the article

Newspaper article versus CV

- Headline = Personal Profile
- Opening paragraph = Skills & Achievements
- Finer detail of article = Work History
- Factual background = Qualifications
- If you get this far it must have been a good story = If you get this far you are a good prospective employee

What Should Go Into a CV?

- Your name and contact details
- Your career history
- Your qualifications
- Your key skills and achievements
- A profile of you as a person
- Your hobbies and interests
- A mention of references

Not in the above order

Name and Contact Details

- Your name
- Your mobile phone number
- Your email address

Work History

- Most recent nearest top of CV
- Company name – not address
- Year started to year finished
- Job title
- Duties included:
 - Need to think about what made a typical day
 - Think about everything you did and document it
 - Use your own language

Work History

Career History	
The Kabin	2009 to 2010
Sales Assistant Duties included: <ul style="list-style-type: none"> • Unloading stock deliveries • Unpacking and sorting stock ready for placing on shop floor • Placing stock to match stock map • Re-pricing of sale and end of line products • Serving customers and helping with enquiries • Handling cash and processing card payments • Assisting manageress in end of day cashing up • Standing in for manageress in her absence • Being aware of Health & Safety of staff and customers • Keeping shop tidy and clearing down at the end of the day 	



Qualifications

- Your qualifications are factual
- Do not claim to have passed things you haven't
- But remember anything above a 'U' is a pass
- If you didn't take or pass exams- you 'STUDIED' subjects.

E.g. 'Studied 6 subjects to GCSE level including English and Maths'

Qualifications

Training, Education and Professional Qualifications	
<u>Kingsway Girls School</u>	1965 to 1970
Completed secondary education studying 5 subjects to CSE standard including English and Maths	

Key Skills and Achievements

- Complete this after your career history is complete
- Use bullets
- Take samples from duties included to fill this list
- Concentrate on transferable skills
- Use words like able, capable, skilled, experienced
- Avoid over repetition of 'ability' words

Key Skills and Achievements

Key Skills and Achievements

- Experience of work in a customer facing environment
- Excellent customer service skills
- Able to process paperwork associated with cashing up
- Capable of supervising staff
- Conscious of Health & Safety in a store environment

Personal Profile

- Do this bit last
- Start by describing yourself in 3 words
- Use categories that describe you as a worker eg
 - Team contribution – lead, support
 - Organise and Prioritise
 - Communication
 - Determination
 - Patience

Personal Profile

Profile

Hard working, responsible and dependable. Experience of working in a variety of retail stores. Able to contribute positively to a team even taking the lead if required. Flexible in approach to tasks and can show initiative when leading or working on own. Capable organiser and is able to structure and prioritise workload to ensure tasks are completed effectively.

Key Skills and Achievements



Interests

- Do not list
- Aim for three things
- I am interested in xxxxx particularly yyyyyyy
- I enjoy xxxxxxx
- I relax by zzzzzzz

Interests

Interests

I am interested in gardening particularly working in my garden, growing flowers and vegetables. I relax by attempting crosswords and other puzzles. I am family orientated and enjoy socialising with family and friends.

References



References

- Do not give the names and addresses of referees
- References will be provided on request

THANK YOU

