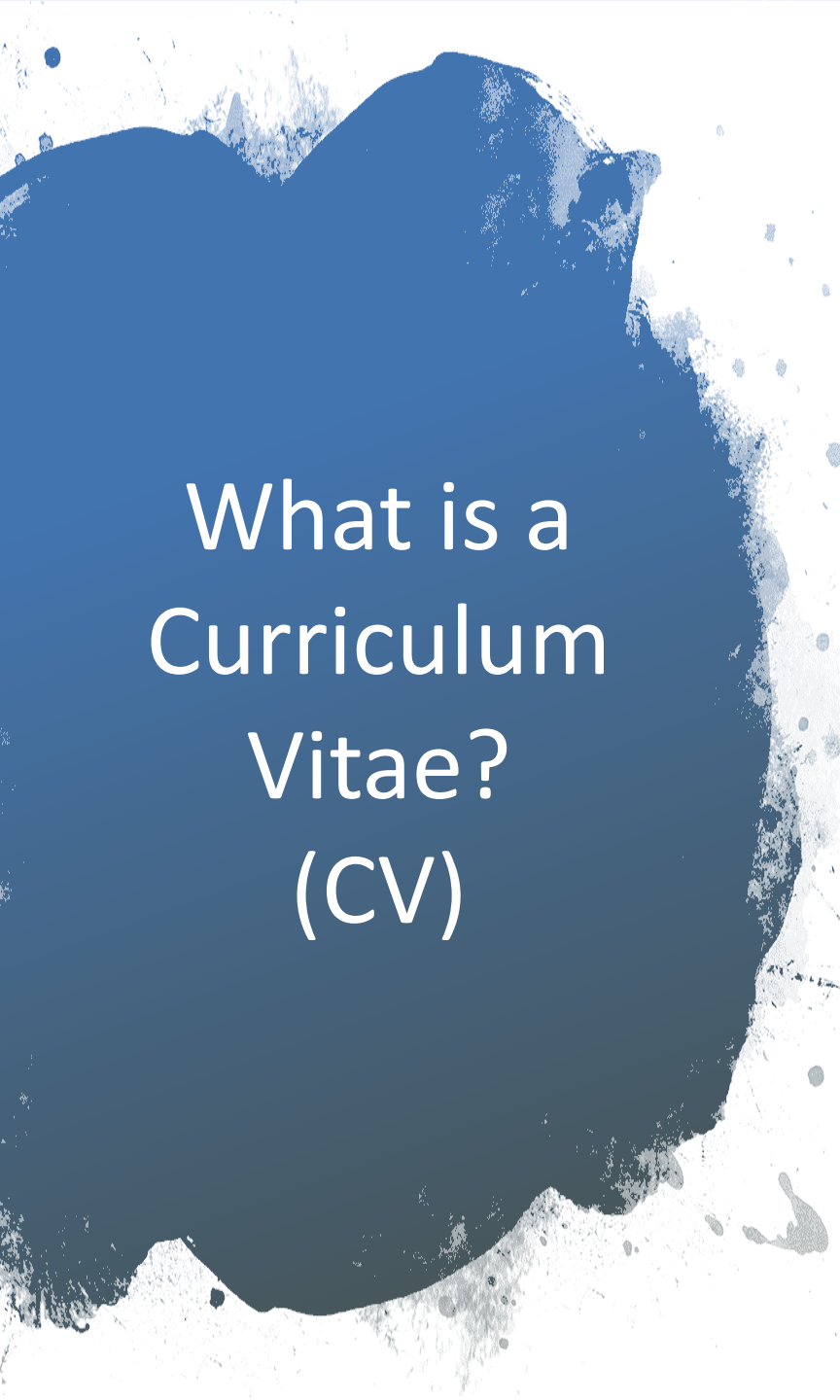


Cat Hawkes

Danielle Crellin

How to write a CV





What is a Curriculum Vitae? (CV)

CV is Latin for “course of Life” and is a summary of your:-

- ❖ Experience
- ❖ Personal Qualities
- ❖ Skills and qualifications

It can also be referred to as a Resume which is French for “Summary”

Why is it Important?

How one employer described the importance of having a CV..

“A CV or resume is a brief story about you, your experience and skills you can offer a company”

The quality of your CV will make the difference between getting a chance at an interview or not.

An employer may receive 50 applications for a single job. If the job is desirable, this number could be even higher. No employer has time to talk to all 50+ applicants. So throwing out poor CV's and badly written cover letters is the quickest and easiest method to narrow down the search to a manageable number.

So if you want to get a good job you need a good CV to market yourself to your potential employer....

CV Headings

Mason Jensen

1 Main Street
Bath, England BA1 2FJ
M: 07956 654 323
example-email@example.com

Summary

Multi-talented Product Manager with additional experience in product marketing. Expertise in taking real customer requirements and developing products that are valuable, innovative, and successful. Collaborative and decisive with strong communication and interpersonal abilities.

Highlights

- Analytical
- Research-orientated
- Great public speaker
- Tech-savvy
- Strong market sense
- Customer-orientated
- Quality leadership
- Strategic planning
- Good business sense
- Creative

Experience

March 2010 to Current	Banner Software Systems Product Manager <ul style="list-style-type: none">Create innovative new software systems for medical use.Visit hospitals and doctor's offices to talk about useful and desired features.Quickly address any issues that arise during product testing.Coordinate product launches with Product Marketer to maximise effectiveness.Forecast product performance in market based on solid research.Help marketing team develop advertising that speaks to customer needs.	Bath, England
May 2006 to February 2010	NeuTek Product Manager <ul style="list-style-type: none">Utilised customer data to initiate development of new products.Managed entire product life cycle, starting with strategic planning.Conducted in-depth market research on uses and functions of designs.Worked with engineering to design prototypes for testing.Maintained product vision through updates and revisions.	Bath, England
August 2004 to March 2006	StarC Technologies Assistant Product Manager <ul style="list-style-type: none">Collected information from existing customers on product desires.Researched market for unmet needs.Developed reports and presentations for in-development products.Tracked customer feedback on recent product launches.	Bath, England

Education

2004	Bath Technical Institute Bachelor of Science: Computer Science	Bath, England
------	---	---------------

Name

Address:

Contact Number:

E-mail:

Personal Statement:

Core Skills:

Employment History:

Education:

Training:

Other relevant information:

References:



CV exercise

Curriculum Vite

Aurther Chance

31 Noplace langtown

DG13 6FF

Email: Snottbox@ hotmail,com

Tel: 0742210987

personal profile

I can get up on most days , I think I can get any job because I have the write skills .

EMPLOYMENT HISTORY

MACDONALDS

I AM JUST FINISHED SCHOOL AND ONLY WORKED AT MCDONALDS FOR 5 DAYS

MAY 2014 – JULY 2014

B & B NEWS

JAN 2014 – JAN 2014

I HAVE WORKED AS A PAPER BOY WITH THEM FOR 4 DAYS , JOB FINISHED BECAUSE I SLEPT IN 3 TIMES

Training and Qualificattions

GCSE's .

English

Maths

History

IT

Hobies and interests

I like hanging around with my pals in the park and like going to parties at weekends. Sometimes I help my dad with his garden if he pays me.

References

MR Chance

At above address

Curriculum Vite

Spelling mistakes

Aurther Chance

31 Noplace langtown

DG13 6FF

Email: Snottbox@ hotmail,com

Unsuitable email address

Tel: 0742210987

Digit missing off phone number

personal profile No Capital letters

I can get up on most days I think I can get any job because I have the write skills . Incorrect spelling and punctuation

EMPLOYMENT HISTORY Different fonts

MACDONALDS

I AM JUST FINISHED SCHOOL AND ONLY WORKED AT MCDONALDS FOR 5 DAYS

MAY 2014 – JULY 2014 Information that doesn't match statement

B & B NEWS JAN 2014 – JAN 2014

I HAVE WORKED AS A PAPER BOY WITH THEM FOR 4 DAYS JOB FINISHED BECAUSE I SLEPT IN 3 TIMES Negative information

Training and Qualificattions

GCSE's No School name or years attended

English

Maths

History

IT

No Grades

Hobbies and interests

I like hanging around with my pals in the park and like going to parties at weekends. Sometimes I help my dad with his garden if he pays me.

References

MR Chance

At above address

You can't use a family member or close friend as a reference

10 things to leave off your CV

Your Picture

Unless a job posting specifically asks for your picture (and very few jobs will), don't include it just for fun because your looks are irrelevant to your potential employer.

Interest and hobbies

Unless your interests and hobbies have something to do with the job you're applying for, there's no reason to include them. In general, make any applicable connections between your hobbies and the job in your cover letter. Better yet, save them for the interview when you're asked what you like to do outside of work.

Spelling mistakes and grammatical errors

Most employers assume that if you're OK with sending out a CV littered with typos and mistakes, you'll have the same lack of concern for the work you do as an employee at their company.

Personal attributes

Similar to sending a picture with your CV, your height, weight, age, race or religion are all unimportant to an employer. Though it's illegal for employers to discriminate against applicants because of any of these factors, some will do so, regardless.

Minute details

Hiring managers don't need to know the details of every task you've ever done in every job you've ever had. Employers want to be able to see at first glance that you're a great candidate, so pick out those details that are most relevant to the job for which you're applying and omit the rest.



False Information

Plain and simple, no one wants to hire a liar. Don't say that you have a master's degree if you've only earned your bachelor's, don't list your salary history as 20 percent higher than it was. Everything you tell an employer can be verified, so play it safe and be honest.

Crazy Fonts

No one wants to look at a CV on florescent paper, covered in crazy fonts and symbols. Use a font that is clear to read in black colour.

Information that is too personal

Links to personal web sites, your photo-sharing site, or strange e-mail addresses can also be left off. Employers are less likely to respond to likes2party@email.com than just Dmiller@email.com

Negativity

Never put anything negative on your CV. Don't include your reasons for leaving. Keep your CV positive at all times.

An objective that is too simple


Employers are trying to determine whether you're a good fit for their organisation, so everything on your CV should point to your experience. Employers would rather see a summary of qualifications that displays your accomplishments and background than a generic objective statement like "to get a full time position at a financial institution"

Personal Statements – some helpful notes!

- Your personal statement will provide information on what you are like as a person.

You should include information on:

- ✓ Who you are?
- ✓ What you can offer?
- ✓ What are your career goals?



Do's and Don'ts of a Personal Statement

- To make sure you've ticked all the boxes, consider bullet-pointing answers to these when drafting your personal statement. And, if you're struggling for inspiration, use the job description to help you identify the specific skills the employer is looking for.
- For example, if it highlights that the perfect candidate will have excellent Customer service skills, make sure you cover this somewhere in your statement.
- This could sound something like: 'Working experience of Customer service with a friendly methodical approach within a busy environment.'

Summary Checklist:-

- Have you used a spell checker?
- Have you proofread it thoroughly? A spell checker will not pick up the difference between e.g. form and from.
- Check the grammar and punctuation
- Is it written positively, with key points easy to pick out and well laid out and presented
- Is it easy and clear to read? – not too cramped
- Identify the most important information on the first page
- Is all the information about a particular topic together? e.g. Is Education and Qualifications in the same heading rather than being under different headings?
- Include all contact details- ensuring email address is sensible and professional
- Your CV should realistically be no longer than 2 pages
- Nationality/DOB/NINO are NOT required unless specifically asked for
- CURRICULUM VITAE is not required at start of the CV. The employer will know it is a CV



CV Reminders

- Don't use fancy borders or graphics
- Make it neat
- Make it easy to understand
- Be honest
- Be positive, say what your good points are
- Use up to date information
- Send a letter with your CV
- Don't use more than 2 sides of A4 paper
- Ask your referees before including them
- Don't use abbreviations, write things out in full

Need More Help?

Cumbria Youth Alliance can look over your CV and give you some helpful hints and tips

- Contact: catherineh@cya.org.uk
- JCP advisors
- [Indeed.co.uk](https://www.indeed.co.uk) have CV advice
- Inspira can offer support with CV's