

JOB BOARD

CV Writing Workshop Booklet

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GETTING STARTED

The literal meaning of Curriculum Vitae (CV) is 'Run of life' in other words, a description of you and your career to date.

Following these steps will help you create a CV masterpiece and improve your chances of getting that interview!

There are two key questions to take into consideration when writing your CV:

1. What do the employers want?

2. Have you got what they want?



What do the employers want?

I know what you are thinking, how do I know what employers want?

Finding this information is easier than you might think, for instance:

- **Reading job adverts** (Look for skills required, job description)
- **Looking at company websites** (Look for company values and partners)
- **Using social media** to hunt for clues (LinkedIn, Facebook, Twitter)

Doing this research will help you know more about who will be receiving your CV and what they normally look for in an employee.



2.

Have you got what they want?

You have now done your research and have gathered some useful information that might help you produce an epic CV.

Now it's all about finding out about your own skills...

Spend time making a list of your strengths, skills and weaknesses. By doing this, you can quickly adapt your CV to various job roles, and you can hunt down the skills you are lacking.

Now it's time to compare your list of skills and experience with what the employer is looking for in an employee.

Hard Skills & Soft Skills

Hard skills are skills that are taught. These are normally skills you pick up at work or college that are taught.

Examples:

- A degree or qualification
- Computer skills
- Working a cash register
- Speaking another language
- Using machinery
- Presentation skills

Soft skills are self-developed attributes that you have picked up through life.

Examples:

- Communication
- Leadership
- Problem Solving
- Team work
- Adaptability

CV WORKSHOP

Jane wants to work part-time in a supermarket, let's help her produce an amazing CV!

The first thing Jane needs to do is head online to see where is hiring



Job Listing

Job Role	Desired Skills
• Assisting customers	• Customer service
• Replenishing shelves	• Attention to detail
• Cleaning duties	• Communication
	• Teamwork

Jane has done her research and has found some useful information that will help her create a CV.

Now it's time for Jane to put her skills into practice...

Time Management

During her exams this was extremely important for her achieving good grades

Working Within A Team

Group projects, worked in a team to complete a class assignment, Play football on weekends

Communication Skills

Delivered many presentations during her time at school

Attention To Detail

Extra-curricular, after school proof reading club, helped plan the school prom

Customer Service

Worked in her Aunties shop during the summer

HOW TO STRUCTURE YOUR CV

You have seen the importance of researching when writing and preparing your CV.

Before we continue to the next section, we need to make sure we follow these CV writing tips...

- **Try to stick to 1 page** - if you go over continue on the back
- **Use a simple and readable font** such as, Arial, Times New Roman or Cambria
- **Use clear headings** to break up information
- **Make use of bullet points**
- **Keep it professional**

On the top of your CV, you should have your name, location, telephone number and email address.

Make sure this information is easy to see and use a professional email address.



 **JANE DOE**

BIRMINGHAM
07123 456789
J.DOE@EMAIL.COM

	
	
	
	
	

	
	
	
	
	

PERSONAL PROFILE

This part of the CV is meant to grab the employer's attention!

Most students will use their time in education to build this part of their CV, especially if they have had limited work experience.

Make sure to include your objectives and why you feel you would make a good candidate for the job role.

It's important to keep your personal profile clear and professional - avoid using slang words or abbreviations.

On the next page is an example of a good personal profile. Skills have been highlighted in yellow to show the soft skills, and green for hard skills.

This is just to show you how you have already started planning your skills. Do not do this in your CV.

PERSONAL PROFILE

'I'm a Motivated young professional studying A levels looking to progress into the workforce'

Having previously achieved excellent grades at GCSE, I have now successfully progressed onto my A levels. While at school, I have been involved in many different clubs such as the after school proofreading society and student mentoring club, which has helped me develop skills such as, attention to detail, communication and teamwork.

I have a proven aptitude for mathematics and have made several notable achievements in my studies and extra-curricular activities.

I have also spent time working in a busy café, that has provided me with a range of work place skills such as, adaptability and customer service skills.

SKILLS SECTION

After nailing your personal profile, it's now time to highlight your skills.

This is an important part of the CV, and many employers will normally have a quick scan of this part of your CV to find any relatable skills you might have!

This section will give the employer a snapshot of your skills and abilities.

Skills and Achievements

- A - C (9 - 4) GCSE grades
- Mathematical aptitude
- Customer facing experience
- Teamwork
- Mentoring support
- Football team captain
- Event organiser
- Presentation skills
- Proof reading club

EDUCATION SECTION

This section should show your recent grades and any courses or qualifications you are working towards.

A-Level (predicted grades)

Maths (A)

Biology (B)

Chemistry (B)

GCSE - Secondary school - 2019

Maths, Science, Business Studies (9)

Geography, Media, French (6)

English (5)

Make sure you put all of your qualifications down and add a brief description to the ones that might be less common.

WORK EXPERIENCE

This section can sometimes be tricky for students, especially if they have not had the opportunity to gain any work experience yet.

July 2018

Part-time waitress

(Summer job)

Mary's café

This job involved working in a busy café, supporting the Kitchen, and serving customers.

Responsibilities:

- Interacting with the Kitchen, making sure food went to the right customers
 - Loading and unloading the dishwasher, ensuring kitchen staff were sufficiently supplied with dishes and cutlery
 - Meet and greet customers and taking their orders
 - Supporting the kitchen preparations when opening and closing the café
-

HOBBIES & INTERESTS

This is another chance for you to show more skills and achievements, but you should only include things if you feel it adds value to your CV.

- I enjoy playing sports and am captain of my local football team.

- I am currently working on a blog that talks about maths support at school.

- I have also Mentored other students while at school and found this to be very rewarding for myself and others .

REFERENCES

You shouldn't put references on a CV. However, you should have some available just in case you get invited to an interview.

Always remember to ask your references permission!

Here are examples of who you could ask:

Teacher

Old work
experience
boss

Volunteer
Organisers

Sports
coaches

THE FINISHED CV

Jane Doe

Birmingham

'I'm a Motivated young professional studying A levels looking to progress into the workforce'

Telephone: 07123 456789

Email: J.DOE@EMAIL.COM

Having previously achieved excellent grades at GCSE I have now successfully progressed onto my A levels. While at school I have been involved in many different clubs such as the after school proofreading society and student mentoring club, which has helped me develop skills such as, attention to detail, communication and teamwork. I have a proven aptitude for mathematics and have made several notable achievements in my studies and extra-curricular activities. I have also spent time working in a busy café, that has provided me with a range of work place skills such as, adaptability and customer service skills.

Skills and Achievements

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- Customer facing experience
- Teamwork
- Mentoring support
- Football team captain
- Event organiser
- Presentation skills
- Proof reading club

Education

A-Level (redicted grades)

- Maths (A)
- Biology (B)
- Chemistry (B)

GCSE - Secondary school - 2019

- Maths, Science, Business (9)
- Geography, Media, French (6)
- English (5)

THE FINISHED CV

Work Experience

July 2018 **Part-time waitress**
(Summer job) **Mary's café**

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Work Experience

- I enjoy playing sports and captain of my local football team.
- I am currently working on a blog that talks about maths support at school.
- I have also mentored other students while at school and found this to be very rewarding for myself and others .

References

Available on request.

USEFUL WEBSITES

Follow these links for further support with writing your CV!

UCAS

HOW College

Prospects

Indeed

Reed

**National Careers
Service**

GOT A QUESTION?

**Come and chat to us over
at aimhigherwm.ac.uk**