

Getting started...

Remember that you need to put your reader first and create a strong first impression.

Your CV needs to:

- Be well presented
- Have no spelling mistakes or typos
- Be easy to read
- Reflect what the company is looking for
- Focus on your key selling points

Top Tip - remember most employers will initially scan your CV!

Types of CV...

There are three main types of CV:

- Chronological
- Skills-based
- Academic

Examples of different kinds of CV can be found at: myuni.swan.ac.uk/employability/cvs, it's up to you to decide the most appropriate.

Points to remember...

Ensure that:

- Your CV is clearly laid out
- Follows a consistent format
- You proof read your CV before submitting it
- There are no typos or grammatical errors
- You write your CV with the employer in mind.

What to include on your CV...

Contact Details:

Ensure that your contact details are clear and easy to spot.

Make sure that your address, telephone numbers and email address are all included.

Qualifications & Education:

Provide details of your education history. You can include relevant modules you've studied as part of your degree course, as well as skills you are gaining and activities you have been involved in such as seminars and group work presentations.

Provide summary details of when and where you completed your A Levels / BTEC / GCSE courses.

Work Experience & Voluntary Experience:

Employers are interested in all relevant work experience and voluntary experience. For example this could be volunteering at a Careers Fair or holding down a part time job in a retail outlet. You would have gained transferable skills from all work experience such as:

- Negotiating skills
- Leadership
- Team Working
- Communication skills

Achievements:

- Have you been part of a club or society in university?
- Have you run a marathon for a charity?

If you have activities and achievements similar to this, include them on your CV.

Your CV is your marketing document and is your chance to showcase your skills, qualities and qualifications to a potential employer.

For further information about CVs, please visit: myuni.swan.ac.uk/employability/CVs
Check for up-coming workshops at: myuni.swan.ac.uk/employability/workshops-and-talks
Arrange a 1:1 appointment with a Careers Adviser via: myuni.swan.ac.uk/employability/appointments

SWANSEA EMPLOYABILITY ACADEMY

CV ACTION WORDS



Accelerated
 Accomplished
 Achieved
 Acquired
 Administered
 Advised
 Analysed
 Applied
 Appraised
 Arranged
 Assessed
 Averted
 Avoided
 Bought
 Centralised
 Collaborated
 Compiled
 Completed
 Conceived
 Concluded
 Conducted
 Consolidated
 Controlled
 Converted
 Counselling
 Created
 Cultivated
 Captivated
 Defined
 Delivered
 Decreased
 Developed
 Directed

Diversified
 Documented
 Edited
 Effected
 Eliminated
 Enacted
 Enforced
 Enabled
 Evaluated
 Expanded
 Familiarised
 Forecast
 Formed
 Formulated
 Generated
 Guided
 Implemented
 Improved
 Improvised
 Initiated
 Inspired
 Installed
 Investigated
 Instigated
 Intervened
 Invented
 Invested
 Launched
 Led
 Lightened
 Managed
 Maintained
 Merged

Minimised
 Measured
 Modernised
 Monitored
 Obtained
 Organised
 Operated
 Originated
 Performed
 Persuaded
 Pioneered
 Planned
 Positioned
 Predicted
 Prepared
 Presented
 Prevented
 Processed
 Procured
 Proposed
 Proved
 Reported
 Resolved
 Reviewed
 Revised
 Saved
 Scheduled
 Selected
 Simplified
 Shaped
 Specified
 Standardised
 Stimulated

Succeeded
 Surpassed
 Supported
 Supervised
 Taught
 Tested
 Trained
 Translated
 Treated
 Uncovered
 Unified
 Utilised
 Verified

It's also
important to
describe how
you did things:
for example...

Competently
 Effectively
 Promptly
 Reliably
 Consistently
 Efficiently
 Quickly
 Smoothly
 Clearly
 Kindly
 Quietly
 Well