



Module Professional Career Development

BMSK4005

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A CV ("*the story of my life*")- is a document aim to impress an employer about who you are, your qualifications, work experience and skills. A CV is essential tool in searching for a job, is a tool to sell yourself to the potential employer. (Morgan P.;2017).

The cv is the first point of contact, therefore it is important that your cv is unique and is presented well. This helps others to better know us and better evaluate us for a specific position.(Rezaeian, Mohsen, ;2013)

There are there mainly types of CV:

1. **Chronological CV**- is the most used document format, and it is the one that employers find easy to read. All your data will be arranged in order.
2. **Functional or skills- Based CV**- you will concentrate more on highlighting your skills and expertise rather than the chronological order.
3. **Combination CV** – include both the chronological and functional format, which makes the CV longer than normal (Osoian, Codruța,; 2011)

Based on (Leigh, J.; 2013) A CV should be brief and up to date. Should not be longer than two pages. An employer will want to find the following information in cv:

Personal profile – this part is optional, but it can be very useful to express your main points about your areas of expertise, skills and characteristics. It is a good to include your enthusiasm about working and what motivates you about the industry, keep it brief and concise.

Employment history – when you write about your experience, it is relevant is you start writing about current employer or your last job and move backwards giving details about job title, employer name, responsibilities, achievements and duties, start-end date of your employment. Do not leave any gaps in your employment history.

Education and qualification –try to arrange in a chronological format your education, school, college and university qualification. Then list any qualifications you have obtained, together with the names of the institutes.

Interests –this is optional but gives you a chance speak about your personality. Keep it simple, mention what hobbies you have and note any achievements.



It is easy to know what skills an employment is looking for – they tell you that in their job ad.

- If your cv is unique
- If your cv stands out from the rest of the candidates
- If you accomplish the skills required in the job description
- If your cv have the relevant work experience and qualifications required for the job

As a recruiter it is important to find in your cv the following:

RELEVANT EDUCATION	-any training, qualification.
KEY SKILLS AND EXPERIENCE	-skills, tools, process, years of experience,
WORK EXPERIENCE	-companies/titles/stability in work history

I will disregard any contact details or personal statement at the top and jump right to the work history to see if the person has had a related career background, appropriate skills and experience- I will try to find If there is appropriate education, certifications.

Contribution audit: ALINA & NAILA

ASSOGNMENT TITLE: INTERVIEW & CV

START DATE:06.03.2019

COMPLITED BY : 20.03.2019

What was done?	By who?	When?	Task completed?	Next step	Agreed by?
Research & Choose a topic design slides Preparation of presentation Establish contact with players Interview Cv	Naila& Alina	10/03/2019 15/03/2019 15/02/2019 16/03/2019 18/03/2019 20/03/2019	Yes Yes Yes Yes Yes yes	Presentation 20/02/1029 14:10PM	Naila Alina

Reference

Rezaeian, Mohsen, (2013). *"How to prepare and update your curriculum vitae"*. *Middle East Journal of Business*, 8(4), pp.22–24.

Morgan P. (2017) *The Business Students Guide to Study and Employability*; pp.48-63/442-447.

Maund A., Schriek M., Paul K. Tinkler (2017). *Skills for the Workplace Student Yearbook*, pp.408-420.

Leigh, J., (2013). *"Successful CVs and job applications"* 2nd ed.

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Osoian, Codruța, (2011). *Career Management Tools: Curriculum Vitae Design*. *Managerial Challenges of the Contemporary Society*, (2), pp.210–214.