



CV Development

Student Employability

Outcomes

- Know what a professional CV should look like at this stage
- Understand how to put together a professional student CV
- What is and isn't appropriate for you to include on your CV
- How to tailor your CV for a particular company

Your CV

- Your CV is a document intended to paint a picture of who you are as an individual and professional candidate to potential employers and business contacts.
- The CV almost always acts as a **first impression**, it is crucial that it conveys the information you want, in the way you want.
- It is a summary of your experience, skills and education.
- Your CV is a chance to demonstrate what benefits you will bring to an employer through past experiences.

Basic guidelines

Your CV should include the following sections of information:

- *Name and contact details*
- *Personal profile/statement*
- *Education History*
- *Employment History*
- *Skills/aptitudes – variety of ways to include this on your CV*
- *References*

You can also choose to include the following sections and paint a more complete self portrait depending on what is individual to YOU:

- *Achievements (sporting, personal, music...)*
- *Qualifications*
- *Interests/Hobbies*
- *Voluntary work*
- *Charitable work*
- *Publications*

Your name should be the largest and boldest piece of information on the page. You should include personal information including:

- *Home address – becoming optional*
- *Phone number*
- *Email address*

It could also include:

- *Social media handles – if professional*
- *Website*
- *Blog details*



Remember to double check that your contact details are correct before submitting your CV to an employer.

The personal statement

A personal statement is a short introduction to your CV that is not to be confused with a cover letter. It should be:

- Lively and succinct
- Unique
- Memorable
- Quantified

You can break it down to three areas:

- Your current situation
- Examples of skills you have developed (with a tangible example)
- Your career aim

The personal statement is the first part of the CV an employer will read so try and tie yourself to the company, role or career.

The personal statement

A recent graduate from University of Wales Trinity St David, looking to secure a placement the film industry to further grow my creative skills and knowledge which have already been developed through my voluntary work with a local charity creating a film to help raise awareness of their services, here is the link: xyz. My career goal is to assume a role which allows me to take responsibility for inputting into the creative process of a film for a well-respected and market-leading leading company.

OR

Creative and passionate film student with hands-on experience in scriptwriting, editing, and production. I thrive in collaborative environments and have developed a keen eye for storytelling through academic projects and independent short films. Eager to bring my technical skills, innovative ideas, and dedication to a dynamic team, I am committed to learning from industry professionals while contributing fresh perspectives to the film industry

Education history

Each line of your Education History should have:

- The name of the qualification
- The name of the university/school/institution
- The location of the university/school/institution (city for UK or city and country for abroad)
- The dates attended

Your Education History should include all of your school-related degrees and qualifications

- There is no need to list your GCSEs anymore. Simply state how many you attained, give a grade range (if you choose), and confirm you have Maths and English

You should include relevant information about modules you are studying/have studied in university (this will likely change based on the role for which you are applying)

Employment History

Your Employment History should be listed in **reverse-chronological order** (most recent/current first)

Each line of your Employment History should have:

- *The name/title of your position : The name of the company : The location of the company : The dates employed*

Your Employment History should **NOT** be a list of duties or tasks, but rather an outline of:

- *Responsibilities held*
- *Promotions/enhancements gained*
- *Learning and development*
- *Measurable achievements*

Whenever possible, your employment history should highlight those skills and aptitudes relevant to the job for which you are applying

- *Sometimes this can be as simple as a re-ordering of responsibilities, or listing a different achievement first*

Section your CV

- *Have an area for part time work and somewhere you can show case your professional work*

Skills and Aptitudes

- Your skills and aptitudes should be **easy to scan**
- This section should include all relevant skills that say something about you as an individual, demonstrate something about your character, or highlight your ability to do the job well.

Your skills section can include

- Languages
- IT specific programmes
- Knowledge or competencies in certain areas
- Use of social media / Creative IT programmes / Skills related to filmmaking

If you are listing skills, ensure that you provide a tangible example:

- **Teamwork** – worked as team to organise a bake sale where I was responsible for the marketing of the event, we made a grand total of £1,000.
- **Leadership** – Led a team of five whilst taking part in Duke of Edinburgh.
- **Public speaking** – presented ideas of how to showcase a charity with a creative film an audience of 20 people receiving excellent feedback from members of the audience.

Types of CV in Creative Industries

Video CV or a Portfolio CV

Film-Makers:

- Your area of speciality (camera, sound, post-production, etc)
- Link to website or online portfolio (if you have one)
- Technical skills – what equipment can you use, what software can you use?
- Employment – only include relevant employment. It's accepted that freelance film-makers will have additional fill-in jobs, but companies don't usually want to hear all about them. **Section your CV**
- Filmography – make a clear distinction between films made as part of your course and those made commercially or for other purposes
- Passport – if you are likely to be working overseas
- Driving licence and car ownership – if you will be needed for location work

Creative CVs

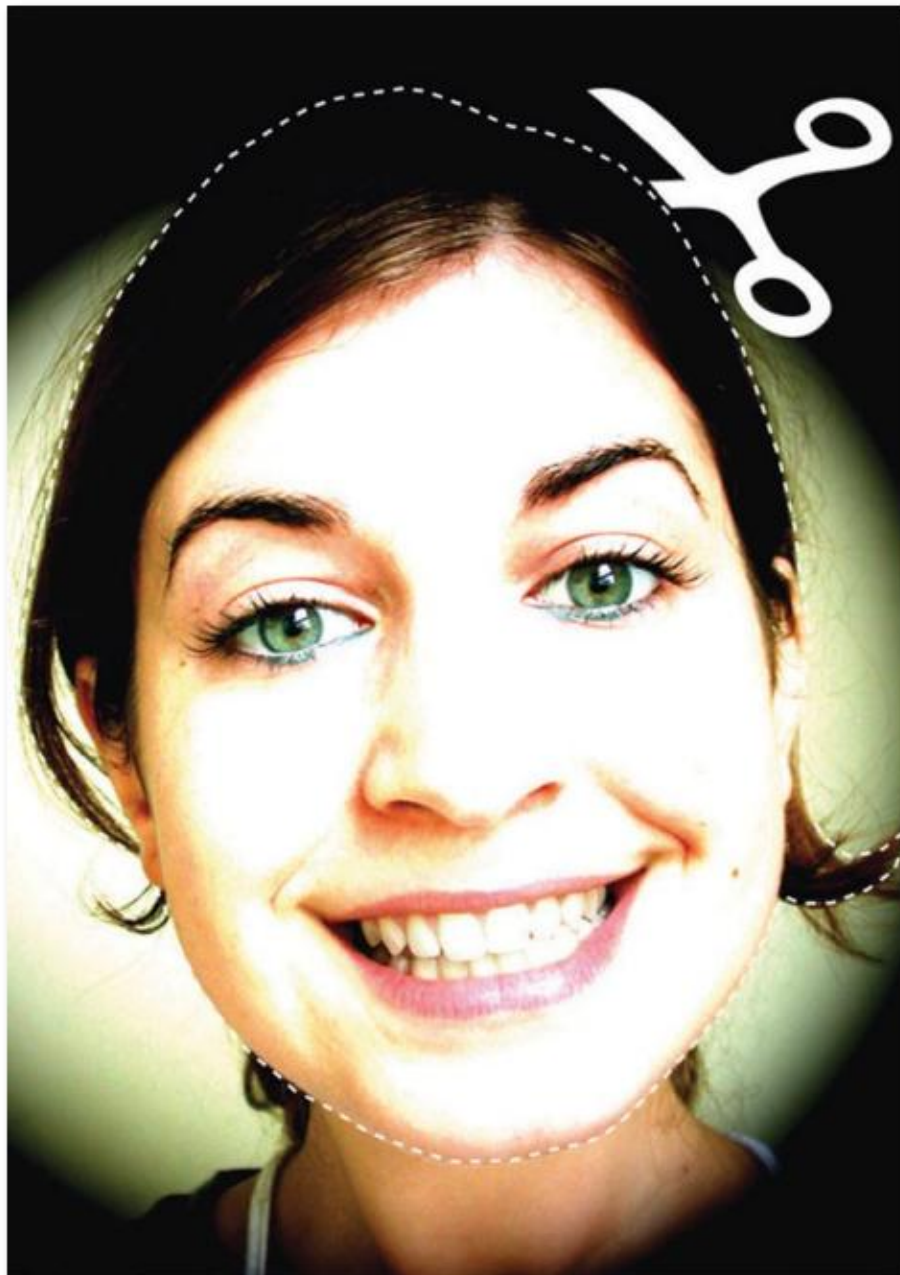
Pros

- ✓ Can make your CV stand out and get you noticed
- ✓ Can demonstrate skills needed for the job
- ✓ Provides an opportunity to showcase portfolio
- ✓ When successful can lead to interview

Cons

- ✗ Expensive and time consuming to produce
- ✗ 3D CVs are difficult to post and file
- ✗ Needs to be appropriate for the recipient
- ✗ The design may leave limited space for written data

If you are sending a CV will the recipient be able to watch it (Compatibility), consider the File Size and is it secure when sent online (Security)



CATHERINE DOUGLAS, UNIVERSITY OF THE ARTS LONDON



Accomplishments:

- 5 years full time graphic design studio experience,
- Over 6 years experience working on a freelance basis for diverse, creative companies in the music, fashion and graphic design industries,
- Currently studying for an MA at CSM College of Art and Design,
- Achieved a 2:1 BA Hons Graphic Arts at Liverpool School of Art and Design in 2002.

Objectives:

- To work in a creative and challenging environment,
- To use my knowledge and skills to contribute towards the success of a dynamic, hard working design team,
- To be continually learning and developing new skills.

"At your service!"



Anne-Marie

June 2009
Current position
Full time student

FREE CUT OUT AND KEEP BUSINESS CARD!

CUT OUT AND STICK IN YOUR POCKET TODAY!

CUT OUT
No obligation to call unless you want HURRY while stocks last!

NAME (Mr/Ms) Anne-Marie
HOME TELEPHONE NUMBER 01234567891
MOBILE TELEPHONE NUMBER 01234567891
E-MAIL ADDRESS email@femailaddress.com

CALL NOW

PERSONAL DETAILS

Name: Miss Anne-Marie
Address: 1 Design Road, Designville, UK
Home Tel: 01234567890
Mobile: 01234567890
E-mail: email@femailaddress.com
Status: Single
Nationality: British
Age: N/A
Date of Birth: 01/02/1993
Driver: Full, clean licence
General Health: Excellent, non-smoker

EDUCATION



SCHOOL / COLLEGE / UNIVERSITY	DATES	LEVEL
Central St Martins College of Art and Design	2008 - 2009	MASTERS
Liverpool School of Art and Design	1999 - 2002	DEGREE
Manchester Metropolitan University	1998 - 1999	FOUNDATION
Aquinas Sixth Form College, Designville	1996 - 1998	A-LEVEL
St James' R.C. High School, Designville	1991 - 1996	G.C.S.E

We recommend using



QUALIFICATIONS

LEVEL	SUBJECT AND GRADE
BA (Hons)	Graphic Arts (2:1)
BTEC NATIONAL DIPLOMA IN FOUNDATION STUDIES	Art and Design (Merit)
A-LEVEL	Art (A), Sociology (A), English Literature (C), General Studies
G.C.S.E.	Art (A), English Language (A), English Literature (A), History (A), Geography (A), French (A), Mathematics (B), Science (B), Religious Studies (B)

June 2009 graphic design & illustration 2009

1.

Continued Overleaf

EMPLOYMENT

COMPANY	DATES	POSITION	PROJECTS
NATIONAL ARMY MUSEUM	04/07-07/08	Graphic Designer / Illustrator	Working alongside teachers and curators to create compelling exhibitions at the Museum. Producing gallery graphics from conception to completion, formulating solutions for the display of information, along with the design of various educational resources and publications.
JUNO	12/06 - 01/07	Freelance Illustrator	Illustrations for 'Favourite Worst Nightmare', the latest album by the band.
FINDLE EDUCATION LTD	06/03 - 04/07	Graphic Designer / Illustrator New Product Development	Designing innovative new products for Europe's leading educational suppliers. Work includes the design of various educational publications, furniture and fabrics, packaging, stationery, illustrations, branding solutions and the development of new teaching resources.
mercy	01/06 - present time	Freelance Illustrator	Illustrations for Liverpool based music / fashion / culture fanzine compiled by a collective of creative writers, designers and illustrators.
GMMARZ & JAGGED	06/02 - 07/04	Freelance Graphic Designer, Illustrator and Project Assistant	Working with young creative talents to develop artwork and branding for the promotion of music and dance performance events. Designs include brand identities, posters, CD covers, invitations and flyers for 'Urban Superstars' and 'Urbanizer' workshops and competitions.
b-bol	06 - 07/03	Graphic Designer Freelance placement	Brand development and designs for children's printed clothing ranges.
Via COMMUNICATIONS	05/02	Graphic Designer and Gallery Assistant work placement	Creative graphic solutions for the launch of 'Urban', including brand development and the design of merchandise for various clients. Designing window displays and assisting with visitors at 'Object 57'.

Proficient in: (Please tick)

Photoshop (CS3) ☒ Illustrator (CS3) ☒ InDesign (CS3) ☒ QuarkXpress 7 ☒

REFEREES

Miss Organised
Studio Manager, Design Company
Design Company, PO Box 123, 1 Design Way,
Designville, UK
Tel: 0123 456 7890

Mr Tutor
Lecturer in Graphic Arts, School of Art
Designville School of Art, 1 Design Avenue,
Designville, UK
Tel: 0123 456 7890

HOBBIES & INTERESTS

I ♥ music,
I ♥ reading,
I ♥ bands,
I ♥ to travel,
... and I ♥ to run everyday

TRAINING CERTIFICATES

Adobe InDesign CS3 Training Certificate, 17-18/12/07
Design Solutions, Designville, UK
Adobe Creative Suite 2 Training Certificate, 2-3/05/06
QuarkXpress 6.5 Training Certificate, 05/05/06
QuarkXpress 7 - Software Upgrade Training, 20/10/06
Mac Digital Training, Designville, UK

2.

"At your service!"



LOUIS CLAYDON SUPERPHONE

MOVING IMAGE SPECIALIST WITH A PASSION FOR ADVERTISING

www.superphono.co.uk
louisclaydon@gmail.com
+44 (0) 7963789268

Education and Experience

National Diploma in Media Production - 3 Distinctions NWAC, London Road, Huddersley, LE10 1HQ - 0811504 - 160606
Bachelor's Degree at University College Falmouth UCF, Trehough Campus, Trehower Road, Penryn, TR10 9CZ



May 09

Roles: Event's Promoter Advertiser V.J Cinematographer
Joint event organiser for a Superphono launch party hosting 150 guests, working alongside V.J artist's to produce a live cinema experience of the Superphono showreel.

Technical experience: Resolume Modul8 After Effect's



March 09

Roles: Graphical Editor Producer Cinematographer

A short viral campaign advert set in the city of Lyon, France, using a low grade filming format: the Kodak 7D710 SLR, to symbolise the French new wave "Point and Shoot" filming style.

Technical experience: After Effect's Final Cut Pro



December 08

Roles: Media Campaigner Web Design Researcher
Working independantly I have provided an online hand book for young people living with type one diabetes: using my knowledge and experience of the condition to help to improve the individual's lifestyle. The handbook has been published by the NHS website and is available throughout the country.

Technical experience: Dreamweaver Photo Shop



March 05

Roles: Graphical Editor

Part of a thirty man production team to deliver a documentary following the Bauhaus art movement. The Filming of the documentary took place in New York, Chicago and Berlin.

Technical experience: Motion Graphics OCN Lighting L2

Phase One - Working alongside V.J artist's to present a live visual performance (June 09)
6 Months Erasmus Exchange - Karlstad, Sweden (Jan 08 - June 08)
Developing understanding of Intercultural Communication, International Marketing and Global Media Trends, New Media and New Technology
Next Clothing - 1 week work experience shadowing executive advertiser and buyer (May 04)

References

John Parker-Rees FHEA
Senior Lecturer UCF
+44 (0)1326 370403
john.parker-rees@falmouth.ac.uk

Russel Clarke
Course leader UCF
+44 (0)1326 370403
russel.clarke@falmouth.ac.uk

SUPERPHONE

Tamsin Baker Animator : Illustrator

W: www.Tamsinbaker.com
E: iaz@Tamsinbaker.co.uk
T: 079 99 156 275
A: The Islands, Ashbury
Swindon, SN6 8LN

PROFILE

I am a productive and highly motivated individual with a wide range of skills that incorporate both still and moving image as well as traditional and computer based work. I love the quirky and the unusual and try to bring energy and a fresh perspective to everything I do.

Work & Experience

Feb 2009 : Logo and designs completed for the Yellow Canary film production company
Nov 2008 : Animated credit sequence completed for short film 'The Bachelor Tree' (directed by Mark Turnock)
Jan 2008 : Full website commissioned by Bozley's Mobile Disco (www.bozleysmobiledisco.co.uk)
Jan 2008 : Animated credit sequence completed for short film 'Bubbles is a Stupid name' (directed by Jem Garrard)
Oct 2007 : 16 Illustrations commissioned by MySongCast.com
June - July 2007 : Employed as a Classroom assistant at Ashbury Preschool, working in busy environment with up to 18 children.
March & June 2007 : 25 Illustrations/Photoshop brushes commissioned by Frese Photography

EDUCATION

2006 - 2009 : UCA at Farnham
BA (Hons) Animation (Pending)
2004 - 2006 : New College, Swindon
Art and Design AVCE (AA), ICT A-level (B), English Language AS (B)
1999 - 2004 : Faringdon Community College
12 GCSEs (4 A*s, 6 As, 2 Bs)

Skills & Interests

I have expert knowledge of **Adobe Photoshop** and **Microsoft Office** and am proficient in the use of **After Effects** and **Flash** on both Mac and PC. In my own time I have also achieved a **mentoring** accreditation and learnt to **touch type**. I also regularly design and produce posters, CD covers and promotional material for numerous bands, small businesses and individuals. The rest of my time is spent writing, drawing, maintaining my e-commerce websites and decorating t-shirts and cakes for commission. In addition I have a clean driving licence and my own car. When not creatively engaged I like to skate and unicycle.

References

Available on request

(Showreel and Gallery available at www.tamsinbaker.com)



FILM



Mike Linforth | Camera Department

'Hero' - Bombay, India, Autumn 2007

Personal Statement

I am a keen camera operator with a professional working ethos. I show commitment to learning the skills of cinematography, as well as dedication to the projects I have worked on. I pride myself on working on set under pressured situations. University has taught me how to utilise my technical knowledge and apply it to the creative aspects of my work. In 2008 I was the winner of the Dougie Slocombe Cinematography Scholarship awarded by Billy Williams.

Key Skills

Good Knowledge and experience shooting on many formats including:

- HDV + HD
- Super 8mm + Super16mm
- 35mm lens adapters (Redrock M2, Letus35)
- Comfortable loading Arriflex SR3,
- Experience in loading Arriflex 435, 535.
- Competent editor
- Knowledge of Avid media composer + Final Cut Pro
- Knowledge of sound equipment including Fostex FR2 and SQN mixers.
- Experience in Producing and Assistant Directing

Qualifications

September 2005 – June 2008

University College for the Creative Arts, Farnham, Surrey
BA (Hons) Film Production – First Class

September 2002 – June 2004

Stratford-upon-Avon College, Stratford, Warwickshire
BTEC National Diploma Media Studies
Distinction, Distinction, Merit

September 1997 – June 2002

Southam Technology College, Southam, Warwickshire
9 GCSE's

Achievements

- Winner of Dougie Slocombe Cinematography 2007/2008 award
- Graduation film (Hero) Screen at Eat Our Shorts at BFI Southbank
- Graduation film selected for short film DVD
- Films screened at BFI film festivals – 'Eat Our Shorts' and 'BKSTS'

Contact details:

16 Bridge Square, Farnham, Surrey GU9 7QR
Telephone: 07870 819 183
Email: mike_linforth@hotmail.co.uk



Mike Linforth | Camera Department

'Hero' - Bombay, India, Autumn 2007

Professional Experience (selected credits)

From 2004 – 2005 I moved to Dubai to work for a film production company. I quickly found that I was suited within the camera department, and began operating video playback on commercials. This experience developed my passion for cameras, and my eye for creating images. Before I left, I had the opportunity to work as a clapper loader on several shoots.

Date	Production Company	Client	Director	Job title
May 2008	KentLyons	Booktrust	N/A	Cinematographer
May 2005	Le Pac/Filmworks	Opel 'Zafira'	Frank Vroegop	VT Operator
Apr 2005	Filmworks	DSS	Franco Marinelli	VT Operator
Apr 2005	Filmworks	NCB	Derek Coutts	VT Operator
Apr 2005	Filmworks	NCB	Derrech Coutts	VT Operator
Mar 2005	Filmworks	Dubai Holding	Marc Chalhoub	VT Operator
Mar 2005	Filmworks	Finalcut	Amr Arafa	VT Operator
		Film Production		
Mar 2005	Filmworks	Galaxy	Oliari Hakkinen	VT Operator
Jan 2005	Boomtown Productions	Pepsi	Hady	VT Operator
Jan 2005	Filmworks	AFG	Franco Marinelli	VT Operator
Dec 2004	Valkieser Middle East	Sony Handy Cam	Hany Tamba	VT Operator
Dec 2004	Hot Dog Films/Filmworks	My Travel Channel	Nicholas Barker	VT Operator

Filmography (selected credits)

Date	Production	Role	Format	Running time
Apr 2008	Glass Half Empty	Cinematographer	S8mm	6 min
Mar 2008	Fragments	Cinematographer	S16mm	10 min
Feb 2008	Our Very Own England	Cinematographer	HDV	8 min
Dec 2007	Kodak: The Good	Cinematographer	S16mm	30 sec
Nov 2007	But Only Hope	Focus Puller	S16mm	10 min
Oct 2007	Hero	Cinematographer	Mini DV	14 min
Sep 2007	The Wise	Cinematographer	HDV	30 sec
Apr 2007	Within The Shadows	Cinematographer	S16mm	7 min
Feb 2007	UnChained	Cinematographer/Director	Mini DV	3 min

Contact details:

16 Bridge Square, Farnham, Surrey GU9 7QR
Telephone: 07870 819 183
Email: mike_linforth@hotmail.co.uk

Education

Oct 05 - Jun 06 University College Falmouth, Cornwall
BA Hons Garden Design Arts and Environment

Successful completion of the course has allowed me to develop confident computer, drawing and visualisation skills as well as sound horticultural knowledge, asked to part-time lectures at Darcy College, Bournemouth.

During the final year I was elected student representative for the third year garden design course. This role relied on good communication and organisational skills. I also introduced me to the formulation of creative proposals.

Sep 02 - Jul 04 Rugby High Grammar School
Rugby, Warwickshire

Sep 02 - Jul 02 Deventry William Parker School
Deventry, Northamptonshire

17 GCSEs grades A* - D including English, Maths, A Science, B

Exhibitions

Feb 07 Pevensy Community Project, Cornwall
Landscape design proposals for the redevelopment of Pevensy playing field in Pevensy town hall

Dec 07 Cornwall Design Week
An annual event for a variety of design disciplines. Submitted design proposals for a private family garden near Falmouth, Cornwall

Work Experience

Apr 06 - Jun 06

Garden design in Bude, Cornwall

Apr 07 - Jul 07

Waters, The

May 06 - Oct 07

Cybernetics

Sep 04 - Oct 04

Journal of Packaging & Materials

Aug 04

Chapman

Aug 03 - Aug 06

Sanjouring

Paris, France

Northampton

Education

Work Experience



h&b
landscape design
Northampton
07707110000
maren@h&blandscape.com



Awards

Sep 07 Society of Garden Designers, Student Garden Designer of the Year - 1st prize
Submitted a second year design project for a private garden, including planting plans, client brief and masterplans

Certificates

Jun 06 Royal Horticultural Society Level 2 Certificate in Horticulture
- Planning principles and production
- Ornamental principles and maintenance

Jun 07 Royal Yachting Association Level 1 and 2 Sailing

Aug 06 Sustainable Design Award: Design and Technology

Dec 06 Bronze Duke of Edinburgh Award

Computing

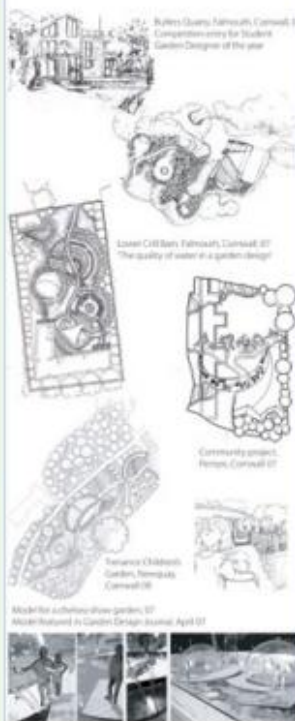
- Beginner Computer Driving Licence - including word processing, spreadsheets, presentation, information and communication
- Completed course in Adobe Photoshop, InDesign and Illustrator as well as Dreamweaver
- Proficient in AutoCAD and SketchUp

Language

- Fluent in German - both writing and speaking

Activities

Skills



Private Gardens

Public Realm

Garden Design



Sveinung Skaalnes is a creative.

INFORMATION

UK +44 (0) 7831 719 592
AD +47 511 98 585
MEX +52 (0) 5560 965 611
info@skaalnes.com
www.skaalnes.com

EDUCATION

HYPER ISLAND
STOCKHOLM, SWEDEN
hyperisland.com
INTERACTIVE ART DIRECTOR
August 2009 - Present

UNIVERSITY COLLEGE FOR THE
CREATIVE ARTS - FARNHAM, UK
creative.ac.uk
BA HONS PHOTOGRAPHY, 2.1
2004 - 2007

ROBERT MEYER COLLEGE OF ART
OSLO, NORWAY
BA PHOTOGRAPHY & DIGITAL MEDIA
2003 - 2004

ADDITIONAL SKILLS & INFO

Literate and confident on both Mac and PC,
with advanced experience in Adobe Photoshop,
InDesign and Dreamweaver CS4, Lightroom 2 and
Capture One.

+ Norwegian (mother tongue)
+ English (fluent)
+ Born in Norway, 13.07.1984
+ Full Class UK / EU Drivers Licence
+ First Aid training

EXHIBITIONS & PUBLICATIONS

BLISS

August 2008
Group exhibition, with 'Picture of Me', Ver-
tensmuseet Gallery - Mandal, Norway

TECHNIQUE

June 2008
Group exhibition, with 'Hello Darkness My Old
Friend', J. Hovey Gallery - UK

CLOSED CHAPTER

December 2007
Solo exhibition, Kulturhuset Gallery -
Mandal, Norway

CREATIVE REVIEW BLOG

June 2007
Featured in 'Bot Depot Show Week 2007' with
'Picture of Me' - London, UK

DOT DOT DOT

June 2007
Group exhibition, with 'Picture of Me', Tru-
man Brewery - London, UK

FREELANCE ROLES

UNIVERSITY FOR THE CREATIVE
ARTS, FARNHAM
creative.ac.uk
SESSIONAL LECTURER
August 2005 - Present
I lecture on all three years of the BA Hons Pho-
tography. As unit leader I schedule and run tu-
torials and creative technical workshops in the
studio. I run creative idea based workshops on
BA Hons Graphic Communication.

PHOTOGRAPHER JASON EVANS
jasevans.info
PRODUCER
June 2006 - May 2009
Production of jobs and commissions; man-
aging projects from start to finish, including ne-
gotiation and budgeting; ranging within music,
editorial, fashion and advertising.

JASMINE STUDIOS
jasmjestudios.com
STUDIO ASSISTANT
March 2006 - August 2009
Dealing with high-profile personalities, low-
profile briefs, extreme demand clients, solving
unsolvable problems & being one step ahead.

SELECTED PROJECTS

I HATE MY FEET
October 2009 / ihatemyfeet.com
Commissioned interview and editorial fashion
photography, online magazine - London, UK

CYCLE CHIC
June 2009 / cyclechic.co.uk
Editorial photography for Warehouse Fashion
Ltd - London, UK

BEHIND SNOO
September 2008 / behindsnoo.com
Editorial photography for womenswear
designer Richard Nicoll - London, UK

EXILE SNOO
July 2008 / exilestips.com
Lookbook and Editorial photography for wo-
menswear designer Kjartan Valt, Oslo Fash-
ion Week - Oslo, Norway

SIMILY MOBILE DISCO
August 2007 / simplymobiledisco.com
Editorial photography for Gutter Center Mag-
azine (UK) - London, UK

THREE WARDROBES AWAY
September 2007 / threewardrobes.com
Lookbook for designer Siv Stoldal at London
Fashion Week - London, UK

PROMPECTS
June 2007 / prompects.co.uk
Creative Marketing brief, UCA - UK

All references are available on request

PERMANENT ROLES

HARPER'S BAZAAR - UK
harpersbazaar.co.uk
ONLINE EDITORIAL ASSISTANT
May 2009 - August 2009
My role included writing and editing all news
and features covering the areas of Fashion and
Going Out on harpersbazaar.co.uk; researching
and writing weekly features and daily news;
building and maintaining all content in CMS.

UNIVERSITY FOR THE CREATIVE
ARTS, FARNHAM
creative.ac.uk
TUTOR TECHNICIAN IN DIGITAL PHO-
TOGRAPHY
July 2007 - August 2008
My main area of responsibility was the devel-
opment and day-to-day management of the
digital post-production suites. This included
pre- and post-production of material for out-
put - both on site - and pre-press production
for off-site printing at external facilities, produc-
ing print work to an excellent standard.

SELECTED CLIENTS

SIENHGO / HANATSEBARI
STELLA MCARTNEY / ADIDAS
KMH RECORDS
PARTNER+PARTNER
RICHARD NICOLL
SIV STOLDAL
SIMILY MOBILE DISCO
TWENTYSIX LETTERS LTD
I HATE MY FEET
WAREHOUSE
FANTASTIC MAN MAGAZINE
ID MAGAZINE
JASON EVANS
PATRICIA TONAH



Creative CVs – things to consider

Typically, creative CVs might be one page in length, but a CV may also be considered creative if it comprises any of the following;

- Makes effective use of colour
- Incorporates images of work
- Uses an alternative layout (i.e. content isn't restricted to being read top-to-bottom or left-to-right)
- Uses infographic elements, such as logos and symbols : **50 inspiring resume designs to learn from | Canva**
- https://www.buzzfeed.com/peggy/impeccably-designed-resumes?utm_term=.be4Lrwy1B#.jxDW06Jvo
- [CreativeCVGuide\(1\)](#)
- [Creative CV tips | Land your ideal job | Prospects.ac.uk](#)

A CV might also be considered creative if it is;

- Presented in 3D format
- Uses 2D materials (e.g. other than paper)
- Created in video format: **Graeme Anthony – YouTube**
- Makes use of interactive elements: see example; <http://www.rleonardi.com/interactive-resume>



References

Most employers ask for 1-3 references

- Always **ASK** before listing someone as a professional reference

There is no need to actually list your references and their full contact details

- You can write simply “available upon request” – need to consider GDPR and sharing of other peoples contact details

Always be conscious of data protection issues – if you are applying through a secure, online form then you are usually fine, but if you are handing out CVs at a Careers Fair or similar, think twice before giving email, phone, address, etc.

Good references for university students include:

- *Personal Tutor*
- *Favourite Lecturer*
- *Current/Former Employer*
- *Current/Former Line Manager*
- *Sports Coach*

Never be afraid to ask someone to be a referee – if the answer is no, they will say so!

Formatting and style

- Always be consistent with your formatting
- Consistency means
 - *All of your section headers (employment, education, etc.) are the same font, same size, bold/italic/colour the same, indented the same*
 - *All of your section sub-headers (job title, degree, etc.) are the same font, same size, bold/italic/colour the same, indented the same*
 - *Your use of bullet points is always the same*
- There's no need to be a designer in order to have a strong, professional, and attractive CV
- Templates are easily available online from a variety of sources and can usually be tweaked/tailored
- Different types of CV can be appropriate for different types of positions
- The most important thing is for it to be easily scanned, not too text-dense, consistently formatted, and clear



Hannah Bevan Diversity and Inclusion Lead at the BBC Cymru Wales, this is an opportunity to find out what BBC Wales, BBC & the wider creative sector have on offer for you.

Tuesday 4th March at 4pm till 5pm :

Click Link to Sign Up: [BBC TALK](#)

Do you have any questions?

Contact

emma.evans@uwtsd.ac.uk

careers@uwtsd.ac.uk



Prifysgol Cymru
Y Drindod Dewi Sant
University of Wales
Trinity Saint David

Cover letters

- The cover letter is a formal, written document meant to introduce oneself and explain, in more detail than a CV, one's interest in, and suitability for, a position
- A cover letter can be written to a specific job advertisement, or can be written in order to introduce a speculative application
- It is your opportunity to grab the attention of the employer as they will read your cover letter before they look at your CV.

Format and Structure

Your cover letter should be:

- A single A4 page, front only
- Should be structured as a formal letter
 - Your own address and details in the upper right corner
 - The employer/company address and details in the left
 - The date
 - A formal header that explains the document's purpose and references the job (if there is one)
 - Signature
- Should include 3-4 paragraphs of information on you and your suitability for the position

Dylan Watson
Hiring Manager
Fundraising Forward

October 20, 2023

Dear Dylan Watson,

I am writing to express my sincere interest in the Filmmaker position at Fundraising Forward. As a recent graduate of a adventure filmmaking diploma with a passion for storytelling, I am thrilled at the opportunity to contribute my skills and creativity to your organization.

From a young age, I have been captivated by the power of film to inspire, educate, and entertain. Over the years, I have honed my craft through various projects, including short films, documentaries, and commercials. These experiences have not only allowed me to develop a strong technical skill set but have also deepened my understanding of the art of storytelling.

What excites me most about the Filmmaker position at Fundraising Forward is the chance to create impactful content that drives positive change. Your organization's commitment to supporting nonprofit causes aligns perfectly with my own values and aspirations. I am eager to utilize my filmmaking expertise to shed light on the incredible work being done by these organizations and help amplify their voices.

In my previous role as a Filmmaker at XYZ Productions, I successfully collaborated with clients to bring their visions to life. Through effective communication and meticulous attention to detail, I ensured that each project met and exceeded expectations.

I am confident that my strong storytelling abilities, technical proficiency, and passion for social impact make me an ideal candidate for this role. I am eager to contribute my skills to Fundraising Forward and help create compelling content that drives meaningful change.

Thank you for considering my application. I would welcome the opportunity to discuss how my experience and vision align with the goals of Fundraising Forward. Please find my portfolio attached for your review. I look forward to the possibility of joining your team and making a positive impact through the power of film.

Sincerely,

Janelle Jacobs



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University of Wales
Trinity Saint David

Format and structure

Your contact details

Ref to the job: you are applying for (position or job title)

First Paragraph: this should introduce you and your qualifications

Second paragraph: Your chance to tell the employer why you are applying and show your knowledge of the industry and company you are applying to.

Third paragraph: Talk about your own strengths and why you are a strong candidate – you can link this into the second paragraph.

Fourth paragraph: Any other relevant points such as what you hope to gain from the job and it fits into your careers plans.

Final paragraph: Conclude positively – tone is important.

Sign off: Remember to add your name and sign the letter.

Content

- Relate your cover letter to the job that you are applying for
- Try and match the language they have used in their job description
- Pick out key skills and give tangible examples of how you have developed that skill.
- **VERY IMPORTANT: Include information that will impress the employer by completing thorough research**
- Check the company's social media accounts/LinkedIn/website etc.
- Add in an electronic signature to make your cover letter more professional

Speculative cover letters

- You may find yourself in a situation where you are writing a “speculative cover letter” – essentially asking if any jobs are available, or if one can be created for you
- Make sure you are SPECIFIC and DETAILED in this practice – don’t simply ask “is anything available”
- Do your research/homework and suggest an area where the company seems to be lacking a person with your skills/aptitudes
- Ask for an in-person meeting or to speak by phone

Submitting your applications via email

- Do you have a credible email address?
TeenStud17@hotmail.com or puddin_pants@gmail.com
- Ensure you have added in a clear subject heading.
- Start your email politely with the correct greeting.
- Capitalise and punctuate appropriately. NO TEXT SPEAK.
- Be clear and concise, get to your point rapidly.
- Do include a brief signature with contact details so the employer can get hold of you.
- Ensure your file name for each document is professional.

Professional communication – start now....

Just as an example:

This email to our team member.....

John

Pls can I have an appointment today for my CV

Compared to this email....

Dear Emma,

I am in my second year and am looking to get my CV signed off and look at application processes for a few companies.
Please could I book an appointment for Tuesday when convenient.

Many thanks,

Bob