

Content Creation Workshop

PowerPoint Presentations



Canva Overview and CV Creation



Canva

Company
Updates



MASTER

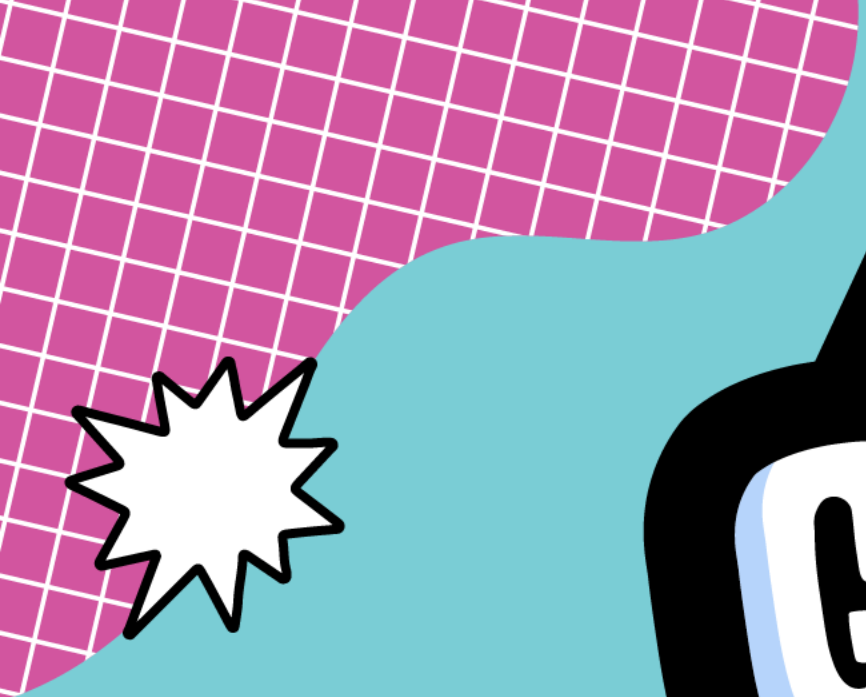
Canva

IN 15 MIN



GIVE IT
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CAREERS SERVICE

HERE TO HELP YOU REALISE A CAREER

What is a CV?



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What is a CV?

A CV (also known as a Curriculum Vitae, or résumé), is a written overview of your skills, education, and work experience.

They may be used for a variety of reasons, however, the most common of these is to send to prospective employers when looking for a new job.

A CV is an essential part of any job search, not to mention a great way to put all of your skills, experience, and qualifications in one place. In fact, a well written CV could be the difference between getting an interview and not being considered for the role.



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Know yourself

- Skills and abilities
- Personal qualities
- Values
- Motivation
- Qualifications
- Interests



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What's important to you?

- Travel
- People
- Work/life balance
- Benefits
- Office based / Working from home
- Away from a desk....etc..



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What skills have you gained?

- On your course
- During employment
- On placement / Internship
- Volunteering
- Qualifications / Certifications
- Courses /CPD
- Family responsibilities



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What skills are graduate employers looking for?

- Decision making
- Planning
- Self-management
- Communication skills
- Team working
- Flexible & adaptable
- Able to use initiative
- Creative thinking
- Critical analysis
- Problem solving
- Motivated
- Enthusiastic
- Business & commercial awareness
- and many more!



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Examples of things that don't belong on a CV...

- Address
- Age
- Photograph
- Referees
- Hard to read fonts
- Negativity

CV LAYOUT EXAMPLE

NAME NAME NAME

LOCATION LOCATION LOCATION
MOBILE | EMAIL ADDRESS

Career Profile: This section serves as the opening statement for your CV. It is a brief introduction that tells the hiring manager who you are, your key skills and strengths, and your professional experience. This section highlights some of your major achievements and outlines your career goals. It should feature your top skills and be tailored for each job you apply for.

EDUCATION

YEAR-YEAR COURSE TITLE - GRADE (most recent first)
INSTITUTION

Here, you should provide a brief overview of the modules you covered and the knowledge you gained from them. You may also want to include details about any projects you worked on, placements you undertook, and the subjects of your dissertation or other relevant activities.

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WORK HISTORY

YEAR-YEAR JOB TITLE - COMPANY NAME (most recent first)

The employment history section of your CV is often one of the most compelling for hiring managers. Here, you should detail your job roles, including any training and responsibilities you had or currently have, along with any transferable skills you gained. This section should clearly illustrate the type of work you have done, the organisations you have worked for, and the duration of your employment. Be descriptive.

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CV LAYOUT EXAMPLE

SKILLS

This section should include various additional skills and qualifications that might be relevant to the job. Consider including:

- ❑ **Languages Spoken:** List all the languages you speak fluently or conversationally.
- ❑ **IT Proficiency:** Mention any software programs or IT systems you are proficient in, such as Microsoft Office, Adobe Suite, or any industry-specific software.
- ❑ **Driving Capability:** Indicate whether you have a valid driver's license and any other relevant driving certifications.
- ❑ **Additional Courses:** Include any courses you have completed, such as First Aid, Health & Safety, CPR, or other relevant training, even if the certifications have expired.
- ❑ **Relevant Qualifications:** List any other qualifications that support your application, such as vocational training, professional certifications, or technical skills.

This section helps to provide a comprehensive overview of your abilities beyond your primary job roles and responsibilities.

Here are a few important things to remember:

- ❑ **CV Summary or Career Profile:** This is a brief statement at the top of your resume. If you are looking to change direction or have many years of experience, create a powerful summary to highlight your accomplishments and skills. Show the employer, at a glance, why you're qualified for the job, what you're interested in, and where you want to go. Avoid repeating details that will be covered later; focus on the highlights.
- ❑ **Keep It Concise:** Your CV should be a maximum of two pages. Anything longer may not be read.
- ❑ **Job Descriptions:** Instead of listing all the tasks you performed in each job, write short, impactful paragraphs. This approach helps reduce page length and improves readability.
- ❑ **References:** Do not include referees' contact details on your CV. Employers will ask for this information if needed. Please be mindful of sharing personal data.
- ❑ **Skills and Qualifications:** Highlight relevant qualifications and experience. Avoid including hobbies and passions unless they are directly relevant to the role or requested by the employer. Descriptive words like "ambitious," "conscientious," and "hardworking" should be demonstrated through your achievements and responsibilities rather than explicitly stated.
- ❑ **Master CV:** Maintain a 'master' CV that you update throughout your career. This comprehensive document serves as a source of information for your current CV, which should be tailored for each job application to ensure relevance.
- ❑ **Modify Your CV:** Customise your CV for every job you apply for to align it with the specific role and employer's needs.

We hope you find this information helpful. If you need further assistance or would like to speak with a member of the Careers Service, please contact us at careers@uwtsd.ac.uk



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Some questions you might want to answer when writing about your work history...

- How long did you work there?
- What hours did you do?
- Did you need to train to do the job?
- What were your main responsibilities?
- What did you learn?
- Who do you work with?
- If you worked with children, how old were they?