

A close-up, side-profile shot of a young person with dark skin, wearing glasses and a yellow and black patterned headband. They are wearing white earbuds and a light blue denim shirt. The background is blurred, showing other people in a social setting.

STUDENT CAREERS SERVICE

HERE TO HELP YOU REALISE A CAREER



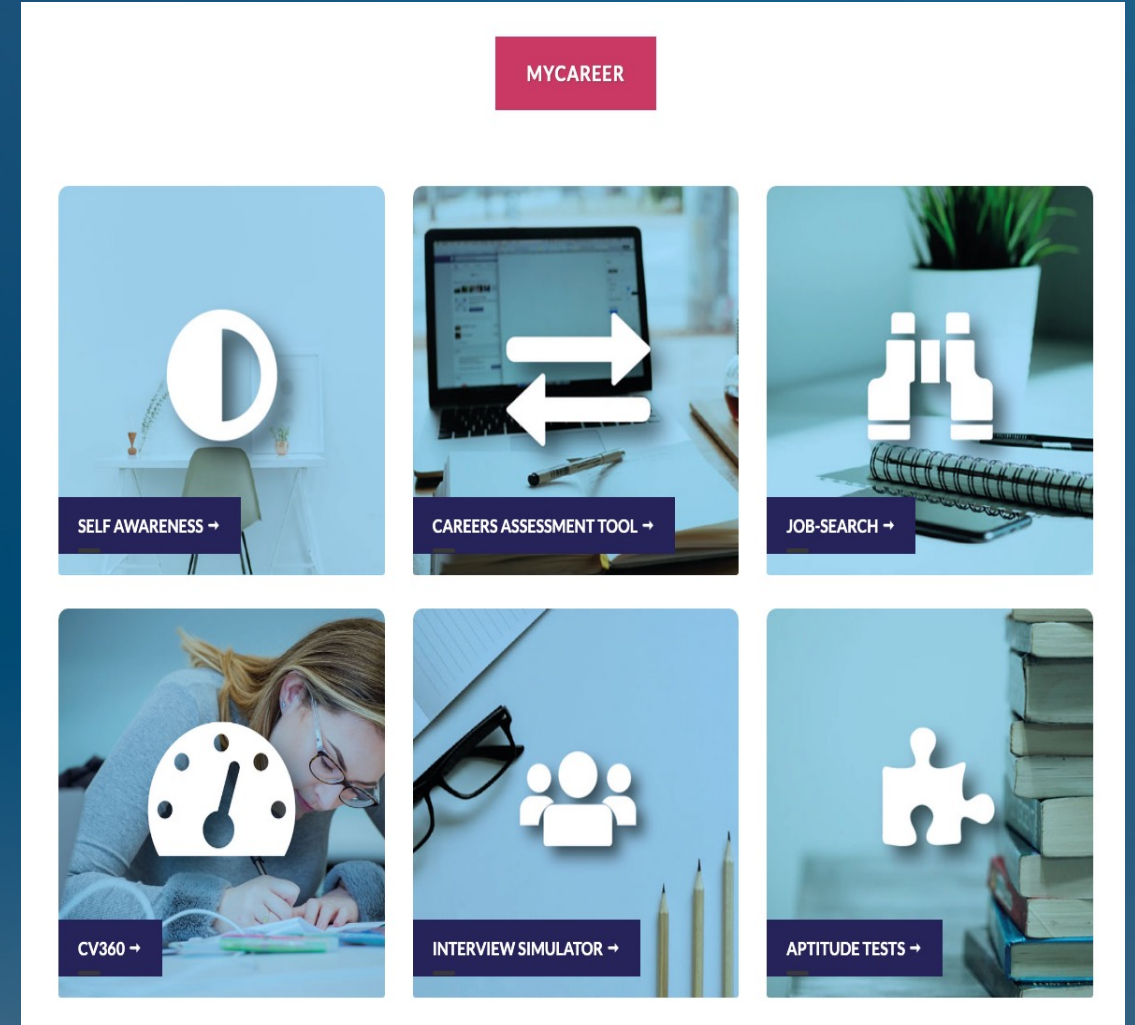
uwtsd.ac.uk/careers

What can we help with?

- CV's, Applications, Cover letters, etc
- Job searching tips
- Interview practice
- Gaining relevant work experience
- Postgraduate study
- Signposting to other resources
- Impartial advice and guidance
- Support in looking for training or education course
- Exploring your options
- Job fairs
- Access to 'MyCareer'

MyCareer

As a current UWTSD Student you now have full 24/7 access to the leading university Careers platform. Through this platform you have access below to Careers information, self-assessment, Career planner, CV360 checker and MUCH more. 24 hours a day, 7 days a week...





Making a Careers appointment

Are you:

- a Student requesting a Careers appointment for the first time with us in the last 12 months?
- a Graduate (irrespective of previous Careers appointments or date of Graduation)?

If yes, please provide details via the Booking Online form below.

If you have already completed the Booking online form below in the last 12 months then please contact your Campus Careers Adviser (see campus-specific contact details below):

Careers and Employability Service – Booking Online

Name *

First Last

Are you a UWTSD *

- ☐ Student
☐ Graduate

Student ID Number

Email *

Phone *

Your main campus *

Course Title *

Graduation Year *

Must be a number between 1924 and 2030

Days/times available for appointment *

Would you prefer... *

How can we help? Please be as descriptive as possible. *

Appointment language preference? *

- ☐ English
☐ Welsh

By submitting this form you are consenting to your data being held by UWTSD. Your data will be used for the purposes of dealing with your enquiry and sending you relevant information about UWTSD. We will not pass your details on to any third party. If you wish to remove yourself from our database or have any further questions, please contact careers@uwtسد.ac.uk.

Submit

LinkedIn Learning is an American online learning provider. It provides video courses taught by industry experts in software, creative, and business skills. It is a subsidiary of LinkedIn.

All the courses on LinkedIn fall into four categories: Business, Creative, Technology and Certifications.



digitalskills.uwtsd.ac.uk/students/



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What is a CV?

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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.

What is a CV used for?

You'll usually be required to submit your CV during the initial application stage for a job, often in conjunction with a cover letter or application form.

An employer will then be able to judge it in line with their person specification and company needs, to see if you're a good fit.

If you are, you'll usually be invited to interview, whether it's on the phone, face-to-face, or through a video format. If that goes well, you could then be offered the job.

Irrespective of whether you use a job board, CV database, recruiter or apply directly to a company, it's highly likely that your CV or resume will be analysed by a machine before a human sets eyes on it. And even then, it may only reach a person if the system deems it a good match for their search. These machines, commonly known as Applicant Tracking Systems (ATS), make life easier for hiring managers but potentially a lot harder for you.

CV360 scores your CV against more than 50 checks that commonly trip up an ATS, annoy a hiring manager or get your CV deprioritised. You get instant, detailed feedback so you can optimise your CV and significantly boost your chances of getting to interview.

CV LAYOUT EXAMPLE

NAME NAME NAME

LOCATION LOCATION LOCATION
MOBILE NUMBER | EMAIL ADDRESS

Career profile. A CV summary acts as the opening statement for your CV. It's a brief introduction that tells the hiring manager who you are, what skills and strengths you have, and the professional experience that you possess. This section highlights some of your biggest achievements and discusses your goals. It should include your top skills. You should adapt this for each job you apply for.

EDUCATION

YEAR-YEAR **COURSE TITLE – GRADE (most recent first)**

INSTITUTION
BRIEF DESCRIPTION

YEAR-YEAR **COURSE TITLE - GRADE**

INSTITUTION
BRIEF DESCRIPTION

YEAR-YEAR **COURSE TITLE - GRADE**

INSTITUTION
BRIEF DESCRIPTION

WORK HISTORY (most recent first)

COMPANY NAME

JOB TITLE (*DATES – DATES*) (most recent first)

The employment history section of your CV is often one of the most interesting for hiring managers. It highlights the job roles and experience you have things you learnt. It should show them what kind of work you have done, where you've done it, and for how long. Be descriptive.

- A CV summary or career profile 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 and what you are interested in and where you want to go. Don't repeat what they are about to read below - just give them the highlights.
- Keep CV to a maximum of two pages.
- Instead of listing all of the tasks in your jobs, write short paragraphs. This will also help you to reduce pages and is easier to read.



- Don't put referees contact details on your CV. When you progress to interview or complete an online application, they will ask you for the information.
- It's important that you have a 'master' CV which you keep throughout your career. This can then be used as a source of information for your current CV... (which will change throughout your life).
- Adapt your CV for every job you apply for to make it applicable for that role.



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

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



Demonstrate the best of you

To stand out from the crowd today in a competitive market, focus on your skills and key achievements that are relevant to the role you are applying for.

The recent pandemic has meant competition for jobs continues to intensify, with record applications received per advert then ever before.

Early in career CV advice and requirements

Top tips:

- Use a template to ensure consistent fonts and formatting
- Use keywords from the job specification
- Always do a final check for spelling and grammar

Keep it simple!



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Take extra time and effort to tailor each CV/Cover letter and job application. You may tick all the right boxes in terms of qualifications and experiences, but employers like to see that you have made an effort to complete their application. Remember, there could be hundreds of people applying for the same role, so we want your application to stand out.

Putting Together Your CV Key Skills Focus on most recent experiences Focus on skills relating to job applying for Check out the job description / advert to find out what the employer is looking for Put your most relevant key skills first in the list Circle 5 key skills from the list on your sheet.



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Fundraising

Managing a project

Winning an award

Learning a new language

Helping someone else

Community work

Learning a new skill

ACHIEVEMENTS

Identifying a problem

Travelling/working abroad

Volunteering

Sports

Developing a new system

Being promoted

Graduating

Reaching a goal



Skills should be any relevant qualifications of experience. Hobbies and passions are not needed on a CV unless they are relevant to the role (or if they ask you). You do not need to write things like ambitious, conscientious, hardworking etc. These kinds of words should be written throughout your CV and in your application.

- Are you bilingual?
- Are you good with computers?
- Can you drive?
- Any other skills
- Relevant qualifications?



Sentence starters...

I worked at...

I am good at...

I enjoy....

Whilst working at...

My skills include...

Additionally, I enjoy...

Other examples....

As a result...

For this reason...

Otherwise...

Since...

Due to the...

Subsequently...

This means that...

That is why...

Because...

Working within...



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In terms of length, a CV personal profile should be no longer than 150 words.

Aim for a few short sentences, four or five should do the job. If you are struggling with what to write, break your personal statement down into three parts.

Who you are/What you are doing now..
What you can offer..
Your career aims.



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As a recent graduate from the University of South Wales, with a 2:1 honours degree in marketing, I have undertaken internships at industry-leading agencies such as Beyond Imagination and Noah Freemans. These placements have allowed me to develop sector knowledge and gain hands on experience, as well as expand transferable skills such as commercial awareness, communication and negotiation and analytical skills. My career aim is to gain a role which allows me to further my expertise and take on increased responsibility at a market-leading digital marketing agency.

I am a highly motivated 2:1 forensic science graduate from Groveshire University, looking to secure a graduate position that enables me to use and develop my analytical, attention to detail and communication skills. I have gained relevant experience in both scientific and hospital laboratories, which allowed me to build on my problem solving, concentration and team working skills. My career goal is to assume a role that enables me to analyse and interpret forensic data and to eventually move into crime scene investigation.



Task 1: Choose two professions from the below or your own experiences.

WAITRESS

DOCTOR

TEACHER

RECEPTIONIST

PILOT

ADMIN ASSISTANT

MECHANIC

ACCOUNTANT

GRAPHIC DESIGNER

CAREERS ADVISOR

POLICE OFFICER

PLUMBER

SPORTS COACH

BUILDER

CAMERA OPERATOR

NURSE

CASHIER

CABIN CREW

BUSINESS MANAGER

INFLUENCER

Once you have chosen your professions, imagine you have done that job for two years and you are putting it on your CV. Remember to be descriptive and enthusiastic about your time there. Think carefully about skills you may have picked up there.

Here is an example;

For the last two years I have worked as a store assistant in Tesco. I work four shifts a week whilst I am studying. My main responsibilities include stocking shelves, helping customers with queries, working on the tills and helping keep the store clean. I have been able to develop my ability to problem solve, work under pressure and customers service skills, which has also improved my confidence. Being part of a team has been a really enjoyable experience for me because when we work together, we can achieve great things and support each other.



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Some questions you might want to answer in your descriptions...

How long have you worked there?

What hours do you do?

Did you need to train to do the job?

What are your main duties?

What have you learnt?

Who do you work with?

If you work with children, how old are they?



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Contacting your Careers Service
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