

CV'S EXPLAINED

A **CV** is a short, factual document that you use to market yourself to employers or organisations. Often accompanied by a Cover Letter, (which provides the narrative around the facts), these two documents form an 'application' for a vacancy. Refer to our Cover Letter guidance for more information.

DIFFERENT TYPES OF CV:

Chronological – great basic format for listing all your paid and voluntary work experience.

Skills-based – useful for drawing attention to relevant skills, if you are still building up work experience.

Academic – focuses on academic achievements, teaching experience and research publications, and can be longer than the usual one or two pages.

SECTIONS TO INCLUDE:

CONTACT DETAILS:

Include your name, telephone number, and email address. Add your LinkedIn URL if you have one.

PERSONAL PROFILE:

You may want to include a short summary statement at the top, highlighting your specific strengths and unique qualities.

EDUCATION:

List your current course, plus your previous qualifications, with name and place of study. Include dates. If you have space, offer further detail about specific, relevant modules that you've studied, your dissertation topic and any academic achievements.

WORK EXPERIENCE:

List your work experiences in reverse chronological order, starting with the most recent. Describe your duties using a brief list of bullet points. Where possible, include industry-specific language, action words and measurable metrics.

ADDITIONAL HEADINGS:

Add a 'Professional Development' section, to list extra learning and development that you've undertaken, to show your commitment to your chosen field or sector, and your readiness to make the transition from student to professional. Or a 'Languages' or 'IT Skills' section, to offer greater detail.

SKILLS:

Some employers value technical or scientific skills above all others, so include these skills near the top of your CV, if this is relevant.

INTERESTS AND ACHIEVEMENTS:

Briefly list extra-curricular activities to show further strengths and qualities, such as sports, societies, clubs, groups, and volunteering.

REFERENCES:

You don't need to list your referees on your CV. But you do need to have contact names ready, so keep in touch with your personal tutor, your lecturers, past employers and supervisors – the people who can vouch for you.

APPLICANT TRACKING SYSTEMS:

Many large organisations use Application Tracking Systems (ATS) as part of the screening process.

Try using our free CV feedback tool to optimise your CV for ATS software. Upload your current CV to get instant, detailed feedback - essex.careercentre.me/cv360.

Join us at one of our **CV and Job Application Essentials workshops** or book an **appointment** with an advisor to get further, individual support.

TOP TIPS

- Update your CV (and LinkedIn profile!) regularly and tailor to every job you apply for
- Choose a simple format and layout and limit yourself to one or two different fonts
- Remember to use short, punchy bullet points for maximum impact - try the Power Verbs Generator on CareerHub+ to include energetic and professional language in your CV and applications
- Accuracy is essential. Minimise mistakes by proofreading your document before submission

Too much content? Let us help you streamline your CV into two pages or less – book an appointment with an advisor via CareerHub.

MALI SMITH

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Final year Business Management undergraduate with experience in event co-ordination and marketing. Highly organised with strong IT skills including use of remote collaboration platforms and technology. Analytical, with good commercial awareness, interpersonal and customer service skills. Resourceful and keen to embrace new challenges.

EDUCATION

BSc Business Management, University of Essex

Oct 2020 - June 2023

- Innovation and Sustainability: analysing sustainable transition and disruption
- Business Strategy: understanding why some firms become long-time leaders
- Understanding Value and Values: explored private, public and third sectors as well as the social economy

Oaks Park High School

Sept 2013 - June 2020

3 A levels: Business (B), Maths (B), Geography (A)
10 GCSEs including Maths (7), and English (7,7)

WORK EXPERIENCE

Events Marketing Intern, TWI Ltd

June 2022 – Aug 2022

- Demonstrated industry product research with clients at six exhibitions, answering queries and gathering data
- Updating Excel spreadsheets weekly with client data, creating letters and invoices using Word on a daily basis
- Designing and producing physical displays for the exhibition booth, and digital content for promotion

Volunteer, V Team, Essex Student Union

June 2021 – Jun 2022

- Designed and delivered 3 quizzes for 30 local residents as part of the Trivia Travellers project to aid wellbeing
- Participated in a litter picking activity in Wivenhoe to support the community, collected 10 bags in total
- Supported Colchester Film Festival, welcoming 100 visitors and sharing information about the event

Customer Assistant, Tesco

May 2020 – Oct 2020

- Provided excellent customer service, ensuring adherence to COVID-19 policies and procedures at all times
- Manually condensing stock and handling products with care to maintain quality, following company policies
- Accepted deliveries into the store, updated records accurately and adhered to health and safety guidelines

IT & DIGITAL SKILLS

Competent user of; Microsoft Word, Excel, PowerPoint, and Outlook
Basic skills in creating content for; Instagram, Twitter and TikTok
Confident using; client management systems, basic accounting software and databases

PROFESSIONAL DEVELOPMENT

Courses Completed:

Presenting Your Work with Impact: Presentation Skills Training, *Future Learn*, Aug 2022
Harnessing Emerging Disruptive Technologies, *Future Learn*, May 2022
Create a Brand Strategy, *LinkedIn Learning*, Jan 2021
Fundamentals of Sustainable Supply Chains, *LinkedIn Learning*, Jan 2021
Word Tips and Tricks, *LinkedIn Learning*, Jan 2021
Intro to Digital Wellbeing, *Google Digital Garage*, Jun 2020
Speaking in Public, *Google Digital Garage*, Jun 2020

INTERESTS

I enjoy keeping fit by walking, playing table tennis and skating. I am also a member of the Environment Society.

