

DEVELOPING YOUR CV

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.

CONTACT DETAILS:

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

PERSONAL PROFILE:

Include a short summary statement at the top, highlighting your specific strengths and unique qualities.

EDUCATION:

List your current course, plus your previous qualifications. 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 the achievements and skills that you've developed, in those bullet points. You may need to group your experiences, for example: "Legal", "Commercial" and "Voluntary".

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.

INTERESTS AND ACHIEVEMENTS:

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

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 **CV360**, which is our free CV feedback tool, available via CareerHub+, to optimise your CV for ATS software. Enter your current CV to get instant, detailed feedback to help develop your CV. Still stuck? Join us at one of our **CVs Explained** Workshops, or self-book a 1:1 to get individual support and advice. Go to CareerHub for more details.

TOP TIPS:

- Update your CV every month
- Choose a simple format and layout and limit yourself to one or two different fonts
- Try the Power Verbs Generator on CareerHub+ to include energetic and professional language in your CV
- Tailor your CV to each vacancy you apply for
- 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 – self-book a 1:1 via CareerHub

JOHN SMITH

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PROFILE

Final year Business and Management undergraduate with experience in Human Resources. Highly organised and resourceful and keen to take on new challenges. Looking for an entry-level HR Assistant role in a business that utilises strong interpersonal skills and offers an opportunity to work as part of a team and take on responsibility.

EDUCATION

BA (Hons) Business and Management, University of Essex, (2:1)

Sept 2017 - June 2020

Relevant modules include:

- Industrial relations: gained a broad understanding of concepts of employee relations and the effective Management of these in small to medium business enterprises (SMEs); presented my findings to an audience of peers, achieving a 68% mark.
- Personal and Social Development: explored the needs of people in order to be fulfilled in the context of our daily and working lives. Research was done as part of an academic work group.
- Dissertation: analysed trends in staff retention over a 10-year period for a large manufacturing business.

Hampton Bays Secondary School

Sept 2014 - June 2016

3 A levels: Business Studies (B), Maths (C), History (C)

WORK EXPERIENCE

HR Assistant – Work Placement, Cadbury Ltd

June 2018 – Sept 2018

- Co-ordinated an employee satisfaction survey aimed at identifying areas of staff discontent.
- Supported team members, carried out research, analysed data and made recommendations to senior personnel.
- Self-confidence increased as a result of gaining own areas of responsibility and by giving presentations to senior staff members at meetings.
- Assisted with general administrative duties and dealt with HR related queries, including payroll and staff contracts.
- Developed a basic understanding of the essentials of employment law and HR practice.

Events Officer, University of Essex Student Union

Sept 2019 – Jun 2020

- Took overall responsibility for organising a successful Halloween charity event held in a local nightclub.
- Contacted a range of venues to establish best price and negotiated additional discount based on the number of expected guests.
- Responsible for allocating specific roles to the team members and set individual responsibilities, tasks and deadlines.
- Held regular meetings to monitor team progress and raised £650 - exceeding the target by £150.

Play Assistant, The Little Gym (Hampton)

July 2016 – Aug 2017

- Gap year - organised and supervised play activities, such as creative painting and cookery, for children aged 8-11yrs.
- Planned ahead to ensure all the relevant materials were available, resulting in a smooth-running timetable of activities throughout the day.
- Accompanied children on away days and trips to local museums and attractions, required a high level of attention to detail to ensure health and safety guidelines were followed and children were kept safe.

INTERESTS & HOBBIES

I take an active interest in news and current affairs, including UK and international business matters, and subscribe to an Online Recruitment Magazine and Human Capital Magazine to boost my knowledge. I enjoy running and swimming, to keep fit.

PERSONAL ACHIEVEMENTS

Duke of Edinburgh Gold award whilst at Hampton school. Active member of University Business Club – Winner of the 'Bucks Best Business Pitch' award in 2018 Enterprise week, developing confidence in public speaking and presentation skills.