



David Ritchie
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Careers Advisers & Specialist Consultants



CURRICULUM VITAE





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CREATE A GREAT CV!

LEARNING OUTCOMES

By the end of session you will be able to:

- Understand the purpose of the CV within the selection process.
- Identify the components of an effective CV, including an appropriate style of presentation, format and content.
- Recognise the difference between a 'good' and a 'poor' CV.
- Create a unique and relevant personal profile.
- Be confident in your ability to produce an effective CV.





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TYPES OF CV' s:

The Chronological CV

This style of CV lists the qualifications and work you have done in date order and emphasises your most recent experience.

The Targeted CV

This style of CV is more modern, more widely used and valued by employers. It focuses on your abilities, skills and achievements and is targeted on a particular job.





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WHAT IS A CV?

Your CV is like a starter for a meal, or a shop window. It's designed to whet the appetite or encourage you to walk into a shop creating that all important first impression.

- A CV is a Curriculum Vitae which is Latin for 'the course of my life'.
- There is no single correct way of writing a CV.
- It should present you as an excellent candidate for a job and make the employer want to find out more.
- CVs are intended to get you an interview not a job. You get the job at the interview.



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WHAT SHOULD A CV CONTAIN?

- Your Name
- Full Postal Address
- Home and Mobile Number, and email
- Personal Statement
- Education and Training
- Work Experience
- Leisure Interests
- Additional information
- Details of Referees



STRAIGHT  **WORK**



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GUIDELINES

DO ENSURE YOU:-

- Keep your information as simple as possible
- Make it clear and well ordered
- Be brief - usually 1 page
- Describe yourself positively
- Always check for spelling
- Tailor your CV to the job advert
- Always send your CV with a covering letter
- Always tell the truth!
- Get someone to proof read for you



STRAIGHT  **WORK**



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GUIDELINES DON'T:-

- Copy another person's CV
- Use text speak or abbreviations
- Jazz up your CV with many different fonts, colours or images
- Use font sizes smaller than 11pt
- Attach letters or certificates to your CV
- Miss the deadline of the application date
- Send out a messy/crumpled or badly photocopied CV.





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THE MOST COMMON CV MISTAKES

- Too long
- Badly organised so the information is hard to follow
- Too skimpy - lacking relevant information
- Not proof read
- No evidence of where you have gained your skills and abilities





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PERSONAL PROFILES

- Most important part of CV
- Advertises additional skills to the prospective employer
- Should make your CV stand out and the reader want to know more about you
- Should state concisely and positively your skills, abilities, achievements and qualities for the job
- Can be general or targeted



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HOW TO WRITE A PERSONAL PROFILE

It may be a single short paragraph or a sentence followed by a series of bullet

pointed statements. Try to avoid too many sentences beginning with 'I'.

For example:

- A hardworking, flexible team worker with excellent administrative and customer service skills.
- A proficient and confident user of specific IT packages and programmes.
- Able to work independently using strong organisational skills to achieve deadlines.





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SKILLS VALUED BY EMPLOYERS

Employer feedback indicates it is helpful to include evidence of the following in your profile:

- Problem Solving
- Communication
- Self-Development
- Business Awareness
- Team Work
- Information Technology
- Personal Capabilities



STRAIGHT  **WORK**



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CV PRESENTATION

- Use good quality white paper A4 size
- Always use a computer to complete your CV
- Aim for a good balance of text and white space
- Maximum 2 sides but most school leavers need only 1
- Print on one side of the paper only and number the pages
- Each section should be clearly headed using standard fonts.



Making Applications

Personal Statement

- ✗ Subject added
- ✓ Started
- ✗ Character count
- ✓ Marked as finished

Go to tool >

Teacher References

- ✗ Business Studies
Predicted grade: B
- ✗ Politics
Predicted grade: A
- ✗ Psychology
Predicted grade: -
- ✗ Overall Reference

Edit >

Post 18 Intentions

- ✗ Plan A:
Plan not finished.
- ✗ Plan B:
Plan not finished.

Start >

UCAS

- ✓ You've shortlisted UK university courses - now pick your top 5

Start >

CV Creator

- ✓ Tweak your CV for each role you apply for

Start >



From the main dashboard, click the start button on the CV Creator box.



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CV Builder in Unifrog

All the CV elements addressed here are embedded in Unifrog:

- Your Name
- Full Postal Address and contact details
- Personal Statement
- Education and Training
- Competences
- Activities
- Work and Work Experience
- Leisure Interests
- Details of Referees

CV / Resumé

- ✓ Tweak your CV for each role you apply for

Start >



Market yourself to the world

Your CV is your opportunity to sell yourself to employers. Think about what competencies and experience the employer is looking for - and tweak your CV every time you apply for a new role.



Your contact information

How can employers get in touch with you?

Alice Haywood

(Your details will go here)

Edit >



Personal introduction

Describe yourself, focusing on your strengths

2 September 2016

I am very reliable... Excellent communication skills and being able to work well under pressure have ensured that I.....

Edit >



Work experience

What you've achieved in the past

2 September 2016

Waitress

Present

I was responsible for....

Edit >



Education

Your formal qualifications

Edit >



Other interests

What else makes you an excellent candidate

Edit >

The tool is designed so that you can quickly update your CV whenever your circumstances change, and whenever you apply for a different role.

The CV is split into 5 sections. You can do these sections in any order and leave out any that you don't want to include.

Personal introduction

Describe yourself, focusing on your strengths

[← Back](#)

How you might describe yourself when applying for:

- Work experience at a law firm
- An apprenticeship in construction
- A job as a barista



Current Version

Your entries are saved automatically

Describe yourself, focusing on your strengths. This short section goes at the top of your CV - make sure you sell yourself

I am very reliable...
Excellent communication skills and being able to work well under pressure have ensured that I.....

125 characters of 200 recommended min

Last saved: 07/09/2016 11:32:21

[Save as new version ▶](#) or go back

The personal introduction is a short statement that will go at the top of your CV. Type yours into this box.

Everything saves automatically so don't worry about hitting a save button, just save it as a new version when you're ready.

The Benefits

✓ **Easy Recording**

A template for creating your own unique, well-presented, well-structured and comprehensive CV.

✓ **Enhanced Applications**

Significantly saves you time in writing and modifying your CV for targeting particular vacancies.

✓ **Heightened Employability and Career Prospects**

Easily demonstrate your ability to communicate your suitability to potential employers

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Apps BBC myBarclays VAT Calculator STEM Ambassadors Facebook Google Mail - david.ritchie@ Gmail Google Calendar Google Maps Other bookmarks

in Search Home My Network Jobs Messaging Notifications Me Work Try Premium Free for 1 Month

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*IT'S ALL ABOUT THE OPTIONS,
CAREERS ADVICE, HIGHER
EDUCATION ADVICE AND
ABOUT JOBS AND
APPRENTICESHIPS!*



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South Bank University
See contact info
See connections (465)

David is the Director of David Ritchie and Associates Ltd, a specialist careers guidance company. He is a qualified careers adviser and highly experienced careers education consultant. David provides careers advice and guidance to students in schools and colleges. He currently works in a number of schools off...

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Enterprise Co-Ordinator Careers & Enterprise Company
- nick newr
Founder at

Type here to search 14:33 15/01/2019

As a development from your CV consider creating a LinkedIn account