IN2015 Workshop 2:

How to Write a Professional CV

Overview

- What is a CV and why do we have them?
- Are CVs becoming obsolete?
- Essential information that a CV should include
- What additional content should be included?
- How is a professional CV formatted
- Information that should never be included on a CV
- Mistakes to avoid
- Assessment reminder for A1

Quick quizz

When was the first CV written?

1. 75 years ago
2. 530 years ago
3. 50 years ago
4. 185 years ago
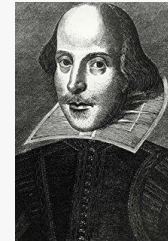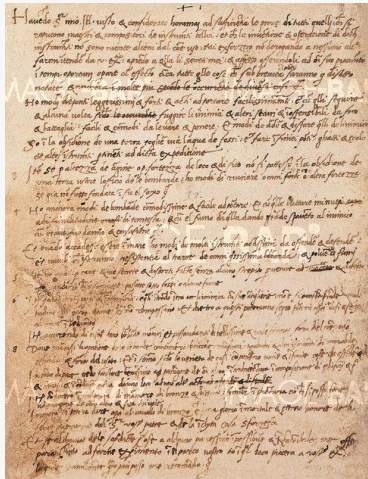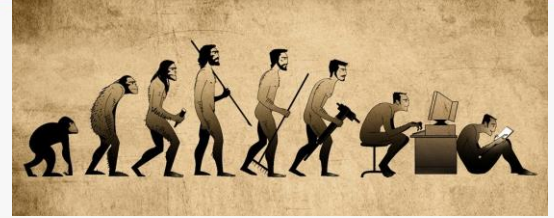
Who wrote it?

Columbus

Galileo

Da Vinci

Shakespeare

He was looking to find work in Milan as an architect/designer and so wrote a letter to the Duke of Milan in 1482 outlining his skills. Thus, the CV was born.

500 year evolution of the CV

1482 - In a written submission to the Duke of Milan, da Vinci cited a numbered list of his qualifications, including his innovative wartime skills in creating new kinds of bridges, mortars, chariots, catapults, heavy artillery and more.

1940s - the résumé was balanced between personal and professional and included details that would risk lawsuits today: age, height, weight, marital status, number of children, and religion.

1980 – saw the brief rise of the VHS style CV. This quickly went out of style only for video CVs to surface again with the advent of YouTube. The mid-80s was also the beginning of the huge debate over whether or not CVs were becoming too old-fashioned and saw the biggest trend of using fax machines to send CVs.

2000s – The turn of the century brought one of the more innovative evolutions: interactive CVs. LinkedIn founded in 2003 and YouTube in 2007 citing a rise in online portfolios and the comeback of the 'video CV' This was part of an overall shift toward "personal branding," a more conscious use of keywords in a person's online professional appearance.

2010 onwards - keener interest in multimedia and social media working together and job seekers began including personal-professional links and QR codes on their CV. Buzz about the "bio" began to heat up. The bio was a way to paint a more full picture of a candidate than a traditional CV and a recognition that the new job market was less about having all the right skills and more about one's fit within the company culture.

The number of large companies using Applicant Tracking Systems (ATS)software to sort résumés has risen to around 90%.

What is a CV?

CV stands for curriculum vitae and literally means "course of your life"
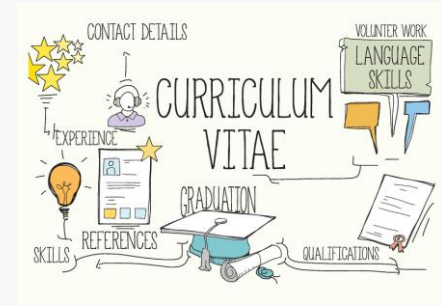
- A CV outlines your education, qualifications, employment history and skills set.

- It is also **the only part of the selection process that you have full control over;** you are the only person who decides what any potential employer sees or reads about you and it is often the first impression an employer will have of you – ensure it is a good one. **First impressions count.**

- Reminding you of what you have done in your career – it is your own personal marketing tool.

- Helping you to identify any weakness in your skills, work experience of qualifications.

- Allowing you to reflect on your career to date, for instance seeing if you have achieved any targets you previously set yourself.

- Refreshing your memory before a job interview.

- Setting the agenda for any future interviews (recruiters often use CVs as a script for the interview).

Is it time to re-think the CV for the Digital Age?

- ***They are not a definite source of accurate information.*.**
  - A 1/3rd of all job seekers embellish their skills on their CV and with this rising to 57% in IT candidates, using a CV as an effective screening tool doesn't seem like the best option anymore.

- ***They are no longer reflective of how we work.*** We talk about millennials being digital natives but we all are now. There's no escape from it, technology is part of our jobs and our lives.

- **The most effective way is through IT skills testing.** Not only does it reduce the time you spend sifting through 100s of CVs but it also significantly reduces the time you spend screening candidates. Sending the same test to all applicants before you connect with them gives you an equal level from which to assess their tech skills AND highlights which candidates are worth spending your time on.

The traditional resume is now virtual and easy to build: Professionals are going to start using LinkedIn's "[Resume Builder](#)" tool to turn their LinkedIn profile into a resume that they can use to submit to jobs . Employers use LinkedIn as a search tool to find top talent, and job seekers use LinkedIn to leverage their network in support of their search.

Social networking use is skyrocketing: Employers are reviewing your profiles to see what kind of person you are outside of work, who you're connected to, and how you present yourself. Each gives clues to how well you can fit into the corporate culture. When employees don't fit in the culture, there is turnover, and it costs the organization thousands of pounds.

More creative job-hunting methods: By building your online presence, employers can find you and thus you have more opportunities. If you don't have an online presence, you won't appear to be relevant and you will be passed over for more savvy applicants that have visibility.

To grasp this aspect of the changing nature of work, look no further than **LinkedIn**.

In June 2016 **Microsoft purchased it for $26bn** (£20bn)

Case study: Pymetrics

Last year Unilever ditched CV in favor of AI and algorithmic matching for a segment of their new graduate hiring. Using a tool called Pymetrics, they shifted an entire segment of their University hiring away from the traditional on-campus model towards a new approach based on AI assessments. The results were significant:

- Applications doubled over the first 90 days
- Unilever hired its most diverse class to date, with considerable increase in nonwhite applicants and hires
- The hiring class was also much more socio-economically diverse, with many hires coming from schools they did not typically visit and recruit
- Time to fill shrank from four months to four weeks

The results of Unilever's initiative are interesting but it doesn't necessarily indicate the beginning of the end of the CV quite yet. New grads, or high-volume hiring roles where candidates are accustomed to doing more on the front end of the application process, are much less likely to invest the time necessary to complete the games and evaluations necessary for AI to gather enough data to make an assessment.

https://www.pymetrics.com/employers/

Why the traditional CV is here to stay…..for now!!

Speed: Average speed for reading a CV is 6 seconds which is far quicker than other methods out there.

Relevance Checking: Job boards and Applicant Tracking Systems index CV content so that the top talent can be alerted to new vacancies quickly. As CVs and jobs are text-based screening can be performed quickly with the use of a little clever programming.

Employability: Many candidates list communication skills and attention to detail as key attributes and yet in 2017 Adzuna stated that 3in4 CVs contained spelling mistakes – something easily avoided in the era of Spell-check! CVs are a quick way to assess the veracity of a candidates key skills.

Discrimination: Disguising age, gender, weight, ethnicity, etc on a video is impossible but these can be omitted easily from a CV.

Essential CV information

What do you think this should include?

ACTIVITY TIME

- Time for a quick activity.
- Read through the CV example and list the good points and bad points.
- CV video

Essential information to include:

✓ **Full contact details:** Employers often use your address to judge your ability to commute to work so if you are facing a long commute or would need to relocate it is a good idea to address this in your profile. **For your** phone number if it's a mobile make sure you have a sensible voicemail and ensure your email address is professional,

✓ **Education Section:** Start with BSc (including place of study, degree subject & dates), A-Levels and GCSEs

✓ **IT Skills:** List these in related groups such as: Databases, Programming Languages, Software Packages, etc. For each one include your level of competency such as: Beginner, Intermediate, Advanced.

✓ **Employment History:** Work history, work experience, voluntary work; including job title, place of work, dates and main duties.

✓ **Skills Profile:** This is where you list your key soft skills (non-technical) such as: communication, analytical, time-management, etc. You can enhance this section by briefly stating where you developed/used these skills effectively.

✓ **Extra-Curricular Activities**: List any clubs or societies you are part of as employers are interested in what you do outside of your studies. Showcase any skills learned and/or positions of responsibility.

✓ **Interests:** Add this only if you have room. Ensure that what is included highlights relevant skills, qualities or attributes.

✓ **References:** only include 'available on request

You will see conflicting advice on what to include in a CV. This is what the PLU considers essential

Value adding information:

Profile
- This is a short paragraph of no more than 3-4 lines.
- Should summarise your core strengths, experiences and career ambition(s) or why you are looking for a placement/internship.
- Only include this is you have something impressive to say that will catch the eye of potential employers.
- The following information included in your CV should evidence what you have written.

Achievements/Awards/Projects Section
- Give as much detail as possible: numbers, places, dates, what you did, what did you achieve? (Jim Bright, 2015)
- You can include information here on any projects that have participated in/completed – these can be uni-related or personal.
- **DO** include any projects/achievements that particularly relate to the role you are applying for – for e.g. any games you have developed or a website you have crated.
- Other examples you could include would be information on any charity/fund-raising you have done, any awards you have won in sport of DoE.

Interests:
- Again only include this if you feel it will add value to your CV by giving employers a more complete picture of what you do outside of university. **Don't assume your interests will be shared by the recruiter….what possible negatives can they see from your hobbies!**
- If you are struggling for space think about getting rid if this section – in a survey carried out by Jim Bright it was found that out of 999 CVs the hobbies listed made no difference to the recruitment process!
- To do this avoid generic bland statements such as: "love travelling" or "enjoy cooking" or "read a lot in my spare time". These don't tell the employer anything. If you love travelling then say more about what countries/cultures you have experienced, why do you travel? If you read mention what genres, favourite authors etc.

CV Content:
A closer look

CV: contact details layout

Connie Beecham
23 Bishopsinn Road, London, SE12 4PQ
(+44)0123456789; c.beecham@lse.ac.uk

VS

Harry Styles | IT Manager
Flat 7 Orange House
21 Broomfield Road
Sidcup
Kent

Mob: 0777777777
Home: 02086782939
Work: 020749499494

Date of birth: 31/12/1990

harry@styles.com
twitter: @harrytweets

Adding too many personal details wastes all this space

You need to ensure:

- your name is written in a slightly larger font so that it stands out clearly.

- Your contact details are up to date (your email address is current and one you check regularly; your mobile has a professional sounding voicemail)

- You need to keep the layout neat and concise so it takes up as little space as possible

- Include your LinkedIn profile and links to personal websites and/or blogs if you feel they are relevant and you want the employer to see them

CV Profiles: an overview
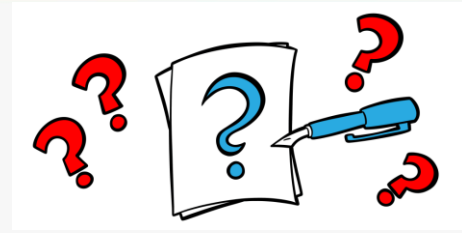
Overview
- The profile is the hardest part of your CV to write, and, since it draws on your very best evidence, you probably can't compose it until the rest of your CV has taken shape.
- A profile needs to be concise to be effective. If you can't get your messages across in a maximum of five lines, the profile is probably too complicated.

Structuring a CV profile
1. **You:** Who you are in terms of occupational background and experience – for e.g.: "A 2nd Year Computer Science student from City University seeking a placement/summer internship in…".
2. **What:** What do you have to offer in terms of know-how and skills? What have you done and achieved? What in your mix of skills and experience makes you unusual or attractive? Avoid this reading like a buzzword list of skills and by providing evidence to back them up. For e.g: "During my degree, I have developed an excellent eye for detail due to the heavy demands of assignments and research. As a result, I am also able to work under pressure, especially when balancing my educational workload with my part time sales assistant job"
3. **Career goals:** What kind of role, organisation, culture and challenges would provide the right next step for you? What di you want to get out of the placement/internship. For e.g: "I am looking for a challenging, fast-paced environment within the tech industry to utilise my programming skills and further develop my knowledge of software engineering."

CV Profiles…

DO'S & DON'Ts

Do:
- Get straight to the point – recruiters don't like to read waffle!
- Provide evidence of your skills and experience, but be brief! Offer just enough to hook the recruiter.
- Make the statement look purposeful – you need show you know what you're talking about, without sounding too arrogant.
- Reflect the job specification in your statement.
- Proofread for spelling and grammar.
- Read it aloud to make sure it flows properly. Probably best to get someone else to run an eye over it too.

Don't:
- Overuse buzz words – You might want to chuck a few in there, but too many meaningless words is just off-putting.
- Mix the grammatical person – remember either first person or third, not both.
- Be boring – you want to sound unique with noteworthy qualities.
- Copy from your cover letter or copy your cover letter from your statement – that's just lazy.
- Ramble!

https://www.cv-library.co.uk/career-advice/cv/write-personal-statement-cv-2018/

Education Section

- Ensure these are listed in the correct chronological order starting with most recent first.
- Include the institution, location and dates of study
- Emphasise the qualification that is most relevant to the role you are applying for (this will be your BSc/Msci)
- **GCSEs** –don't have to list all of them, rather just summarise. For e.g: "10 GCSEs including Maths and English, grade A*-B"
- **Non-UK qualifications** – if you can't translate these directly then your best approach is to explain it in a way the employer will best understand its significance. Use phrases such as "equivalent to the top 5% of year" or "highest possible grade".
  - **GPAs and percentages are usually recognised.**

Technical Skills

As a computer science student this is a key section of your CV. This is best located on the first page following on from your Education section.

To best emphasise your IT skills and experience be sure to back them up with evidence.

Examples can be from your degree, part-time work, online courses you have completed (PDO option) or projects completed in your own time.

To keep the section easily accessible for employers put your skills into relevant groupings such as: Programming Languages, Software Packages, Operating Systems

TECHNICAL SKILLS & LANGUAGES

☐ **Machine Element Design –** Have gained experience in developing and refining complex machines through synthesis, analysis and prototyping. Know how to produce technical engineering drawings of machine elements and electronic components. Have designed and materialised machines, which involve integrating hardware (machine elements, structure, electrical components, micro-controllers, sensors & actuators) and high-level programming languages, such as Python to achieve specified outcomes.

☐ **Programming –** Experience in Object oriented programming in Python to solve mathematical problems, plot graphs, and manage data structures; basic API design using Python as well as Java and Assembly (ARM). Have also programmed in C++ as well as Matlab. Competent in use of Linux platforms for real time control as well as in use of LaTex to produce project reports.

☐ **Technical software / analytics**: Adept at using FEA software - InfoSys.

Employment section

Remember to include: company name, role title and dates you worked there.

Rather than writing a list of responsibilities, focus on accomplishments that set you apart from other job candidates.

In each job, what special things did you do to set yourself apart?

- What did you do to make it your own?
- What were the problems or challenges that you or the organization faced?
- What did you do to overcome the problems?
- How have you helped your employers to:
  - make money
  - save money
  - save time
  - make work easier and more efficient
  - solve a specific problem

Work Experience

| 06-08/2014 | **Ernst & Young Limited Liability Partnership** | **London, UK** |

Summer intern: Industrial & Commercial Office (ICO), Chartered Accountancy
- Delivered 3 audits for FTSE100 companies including ICO's largest client. Produced analytical reviews on significant movements in P&L, Balance Sheets and Cash flow statements. Attended Audit Strategy meetings with audit partner, took minutes and updated the team with prioritised tasks and assigned responsibility.
- Researched and produced a report on Leisure & Hospitality market. Reported updates directly to manager.

01-06/2014 **Replay Incorporated** London, UK
Sales assistant
- Worked intensively (12 hours per day in 2 weeks) to facilitate the opening of the company's flagship store in London. Cooperated effectively with the sales team to generate £8,500 of revenue on the first trading day.
- Developed excellent front-line customer service by taking initiative to be proactive to customers' needs and sell add-on services. Performed under constant pressure of achieving daily sales target of £8-20,000.

08-09/2013 **KPMG Limited** Hanoi, Vietnam
Summer analyst: Consulting Department
- Collaborated with a team of 5 to deliver the Loan Portfolio Review for The Bank for Foreign Trade of Vietnam. Acted as the first point of contact between client and the project team.
- Analysed market position, industry trends and governance outlook for the 10 largest borrowers. Applied risk-management methodology to calculate the creditability of the portfolio on Excel.

- be more competitive
- build relationships
- expand the business
- attract new customers
- retain existing customers

What you can do if you have no work experience

So to summarise:

- Don't be generic and clichéd by making statements such as: "I have excellent organisational skills" or "I am a great team player". Need to ensure you can back this up with personal examples as evidence.
- Talk about work experience that you did at school and/or college. Majority of students will have done their 2 week Work Experience!
- Were you/are you part of a club such as Scouts or Guides? Have you completed your Duke of Edinburgh? Been part of a fund-raising event? Are you a member of a sports team?
- Talk about what you know about the company and/or the sector – i.e. their competitors, your understanding of what the role involves.
- Can you cite any references from a teacher, club coach.
- Make your interests/hobbies section relevant.
- Have you attended any recruitment events such as university fairs

Going forward:

- Think about joining the Professional Mentoring Scheme, or working as a volunteer.
- Could you join a club or society
- What about finding a part-time job – working as a student ambassador for example.
- Can find out further information at http://www.city.ac.uk/careers/for-students-and-recent-graduates

- CV Video: https://www.youtube.com/watch?v=_-kySh6jspg

Transferable skills

- Hiring managers want to know what's in it for them: What will you bring to their company? Therefore, you need to sell yourself and demonstrate your skills and show how you are going to be a positive addition to their workforce.

- Before you rush to compile a list of all the things that you are capable of doing, take some time to understand what skills are important for the specific job that you are applying for.

- This is where you can adapt your CV to the role you are applying for by listing the key competencies from the job description and then evidencing how you meet them.

- Key skills that a lot of employers look include: communication, team-work, problem-solving, initiative, and organisation.

- Avoid using clichés and generic statements such as: "Excellent telephone manner", "good customer service skills" or "I am self-organised and always take the initiative". These could be listed by any person and so you need to provide personal examples of when you have utilized these skills as evidence.

The Top Skills employers want to see on a CV

Problem solving: To prove to a hiring manager during a job interview that you're a problem solver, "cite an example from a past job where you identified a problem, developed a solution, and successfully resolved it.

Data Analytics: We're moving into even more of a data-driven world, but numbers alone are useless unless there's a human who can interpret them. As a result, more employers are searching for job candidates who can understand and utilize data.

Social Media Literacy: Between Facebook, Twitter, Pinterest, Instagram, social media is changing the way companies do business, which is why it's important to understand how these tools work but also be able to use them effectively for business purposes. One way to highlight your social media skills on your CV is by describing *how you use these websites.* Are you using Twitter to stay on top of industry news and interact with thought leaders?

Creativity: A global survey from the World Economic Forum found that creativity will be the third most important work skill—after complex problem solving and critical thinking— by 2020. The best to evidence this is to talk about an innovative way you tackled a project in the past. Maybe you streamlined the production process for your department

…………continued

Resiliency: Employers want to see that you can thrive in high-pressure environments. While it's similar to problem solving, resiliency is more focused on your ability to recover from setbacks - you need to learn from mistakes and find ways to make the best of a bad situation.

Willingness to learn: Do you have an appetite to learn new things? Do you stay on top of industry trends? Those traits all reflect your desire to enhance your skill set—making you a more valuable worker to any employer. You can evidence this by talking about taking online classes, attending conferences and/or recruitment events.

Excel: is one of those skills that businesses have been using for decades, and it's not going away any time soon. Efficient data management is a vital task for modern companies in the digital age, and Excel is an indispensable skill that every hiring manager will be looking for on your CV.

Public speaking: The ability to give a good presentation is vital whether you're pitching an idea to your employer, heading up an important project, or just cooperating well with others in a diverse work environment. The ability to speak well and confidently during an interview can determine if you will hired or not.

Communication:	Examples of how to demonstrate these:
• Verbal skills • Written skills • Presentation skills • Listening skills	• Writing essays, reports, articles • Speaking to clients • Networking at careers events
Teamwork:	Examples of how to demonstrate these:
• Building relationships • Supporting others • Negotiation skills	• Volunteering projects and/or part-time work • Being a member of a sports team/student society • Undertaking group projects as part of your degree
Commercial Awareness:	Examples of how to demonstrate these:
• Good understanding of marketplace & competitors • Knowledge of future trends and how they could impact on new business • Effectively promoting new products/services	• Keeping up to date with sector news via articles, magazines, social media sites, company blogs • Assisting customers with sales and ensuring they have the best product for their individual needs.

| Problem-solving:	Examples of how to demonstrate these:
• Identifying/anticipating problems • Being flexible when faced with a challenge • Using logical and/or lateral thinking to find solutions	• Resolving customer complaints • using your degree subject knowledge to resolve technical or practical issues • diagnosing and rectifying obstacles relating to processes or systems
Organisation/planning:	**Examples of how to demonstrate these:**
• Time and resource management • Handling pressure • identify critical tasks, arrange tasks in a logical order, • Meeting deadline(s)	• Organising an event • Balancing studies with part-time work • Being involved in a charity/find-raising event
Leadership:	**Examples of how to demonstrate these:**
• Managing conflict • Taking responsibility • delegation	• Being on the committee of a student society • Mentoring/tutoring • Training up a new member of staff

How to best utilise language

Be aware that writing your CV in your own words means that employers will be using it to assess your ability to write coherently and succinctly.

Adopting professional and positive language helps to give the employer the impression that you are a competent and candidate and have the confidence to deliver. It also highlights that you have analysed essential skills of the role and understood what the employer is looking for.

Examples of words that can be used to evidence various skills:

- **Leadership:** implemented, established, managed, directed, supervised, allocated, coordinated
- **Communication:** presented, advised, addressed, interacted, negotiated
- **Organisation:** scheduled, encouraged, administrated, resolved, prepared, (re)organised
- **Problem-solving:** analysed, investigated, explored, solved, determined, improved, created, resolved
- **Team-working:** collaborated, facilitated, liaised, consulted

Avoid vague/negative sounding words such as: basic, attempted, numerous, some, several, tried, go-getter, synergy, driven, honest

DO. OR DO NOT.
THERE IS NO TRY.
—Yoda
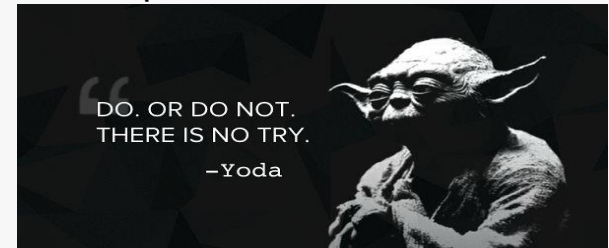
Examples of Transferable Skills

- **Problem-solving:** *"In my Customer Service Assistant role, I was required to deal with customer complaints calmly and efficiently. I achieved this through using active listening skills, asking appropriate questions to gain full clarification and responding in a friendly and professional manner. "*

- **Teamwork:** *"Taking the role of team leader, I was responsible for allocating tasks and communicating plans and updates to other team members for a major project at university. I worked effectively in our team of five to research and prepare the final report for which we were awarded 70%."*

- **Time Management:** *"As part of my Shop Floor Assistant role I am responsible for managing my day-to-day workload in a time-effective manner. I work out what order to do things in by thinking about which tasks are urgent and how important each task is. If I'm given a new task I add it to the list and decide when to do it, so I adapt the order in which I do things as necessary."*

Extra-Curricular Activities

Where possible it is always good to have an Extra-Curricular Activities section as employers are often interested in what you have done outside of work and academia.

These don't have to be positions of responsibility as you can include details of voluntary work, find-raising, event(s) organisation, sports awards, Duke of Edinburgh, careers events/conferences attended.

Tease out the skills you gained and what you learned from the experience.

Extra-Curricular Activities

2013-2015   **Committee member of LSE Create Commerce Society**
- Organised public events that attracted 50-100 students from the LSE and other universities. Invited the CEOs of General Electric, WPP and MDs of L'Oreal to give talks and panel discussions.

Head of Fund raising team for LSE Vietnamese Society
- Raised £4,950 of corporate sponsorship for the LSE Vietnamese Culture Show; sold 450 tickets; raised £1,500 for charity. Designed tickets and web-based marketing for the show.
- Established a sponsor partnership with the British Council and Citibank Vietnam.

2013   **Coordinated the Cambridge Football Tournament for 400+ Vietnamese students and their accommodation.**

2011   **Selected to participate in a 2-week "Science Master Class" at Imperial College London**

2010-2012   **President of the Young Journalist Club of the Vietnam National Radio.**
- Conducted interviews with senior members of the Government.
- Wrote 20+ published articles in the Voice of Vietnam Journals
- Achieved the Certificate of Journalism conferred by the Ministry of Culture and Information of Vietnam
- Represented Vietnam in the Asia-Pacific Forum: "Youth with Current Education Systems" in Bangkok.

Languages   English: fluent; Vietnamese: mother tongue.
Interests   Contemporary dance (active member of the LSE Jazz, Modern and Swing Dance Club), theatre, fashion history, travelling (experience includes Hungary, Thailand, Hong Kong), cooking, badminton.

AND it's never too late! Remember there is:

- Professional Mentoring Scheme and Volunteering Scheme
- Careers Fairs/events (Computer Science Speed-Networking
- Professional Skills Sessions run by Careers (attend 8 out of 10 for certificate of attendance).

 Do I? Don't I?

Whilst it is not strictly necessary to include this on your CV but it does have advantages that are worth considering:

- Interesting hobbies can enliven an otherwise conventional CV

- A few brief words could catch the employer's eye and persuade them to take a second look through your skills and experience.

- Outside interests enable a potential employer to gain an understanding of what motivates you, what personal skills you may have and how you will integrate into the team, how you would fit within their work environment. Thus, often times it is better to wait for the employer to ask you.

- They can provide a way of easing nerves at the start of an interview.

CV advice for international students

The standard UK CV will differ from CV/resumes in other countries in that there is a heavy focus on you being able to identify your relevant skills and experience for a job vacancy – so you need to provide more than just academic qualifications and experience.

Use your international background as a key selling point and you can do this by addressing some of the following:

- **Language skills** – your knowledge of more than one language is a plus as you have the ability to communicate with their overseas clients/suppliers
- **Cultural awareness -** you could use your particular cultural background to advise and inform an organisation on how to make the right impact on their international customers and clients.
- **Knowledge of both UK and overseas business practice** – many international students have worked in their home country, often in professional and management positions as well as having gained some work experience in the UK even if only in part-time student employment or voluntary work.
- **Overseas contacts and networks** – these could be used to help a UK organisation to reach the right people and organisations to maximise their export potential.
- **Creating a diverse workforce** – many UK organisations have embraced the diversity agenda and your international perspective could help these organisations to reflect the changing pattern of the UK working population.

What not to include in a CV

Information you should definitely leave out of your CV

A photo:
There's no need to include a photo on a CV when you're applying for a job in the UK, and doing so might create a bad first impression with employers. There's also a chance that, however unfair and illegal it might be, your appearance might lead to discrimination

Marital/Family Status
There is no requirement to disclose your marital status, number of children/dependants. Marital status is no more seen as the indicator of stability than single status guarantees the individual is free of personal responsibilities

Age/Gender:
Not only are these irrelevant, employers aren't allowed to decide who to hire based on them, so they prefer not to see them in the first place. And however illegal it might be, you're still opening yourself up to the risk of discrimination

Religion:
Can be a sensitive issue in the workplace. For e.g. it could leave employers wondering how straightforward any potential arrangements would be.

Ethnicity:
Again this can conjure up all kinds of expectations and potential prejudices that could lead to discrimination

Reasons for leaving a job:
Remember the 'Mission Statement' of your CV is to 'Raise interest and secure an invitation to an interview'. Will stating why you left each job champion this cause? No, it will not! Everybody leaves jobs, it is a fact of life. There aren't too many positive (honest) reasons for leaving a job! If a potential employer wants to know why they can ask you face-to-face in an interview

DO'S & DON'TS

…keep it to 2 pages max	…add Curriculum Vitae as a title
…keep it clear, concise and easy to read with clear section headings	…waffle or repeat yourself OR leave hugh blank spaces
…keep the format professional and use a suitable font size that is easy to read such as Calibri or Arial, size 11 or 12	…mix up your font style and sizes. **Avoid the use of text boxes as it makes your CV look messy and unprofessional**
…keep it organised with clear sections	…use any information that might discriminate against you
…use bullet points for clarity of reading as this makes it easier for employers to read.	…include a photo unless required as these are not common practice in the UK
…use key words/phrases from job description that recruiters can pick out quickly	…have any spelling or grammatical errors as recruiters see your CV as evidence of your communication/attention to detail skills
…lay out employment and educations in chronological order	…lie/make skills qualifications up
…tailor your CV to the job through your headings, profile content, use of key words, and prioritise most relevant information	…include the details of referees
…ensure that your name appears on both pages	…**USE TEXT BOXES** – they make your CV look untidy and unprofessional!!

Reasons why CVs are rejected:

- **Poor spelling and grammar.** Have it checked by friend or family member.

- **No clear links** between experience and employer's requirements

- **Too long and rambly** – recruiters doesn't have time to read it all (about 6-10 seconds is all you will get!)

- **Too much jargon** or abbreviations

- **Poor presentation** – i.e chaotic layout, untidy, use of too many font sizes and styles, spelling errors, too text heavy, too much use of underlining, Bold and capital or used all at once

- **Incorrect contact details** – doesn't matter how promising your CV looks if employers can't get hold of you!

- **Wrong/no chronological order** – ensure you start with the most recent fist

A bad CV can give employers the impression that you are:

Unprofessional

Lacking good attention to detail skills

Unorganised

Unmotivated

Additional tips to remember:

Sell yourself. This is your opportunity to get noticed and stand out from the crowd. Use action words and adjectives.

Tailor your CV to the type of job you are applying for eg. In your Personal Profile and Skills Sections

Expand upon your work responsibilities. Sell your experience: handling of customer queries; managing your own work projects; working to tight deadlines.

Ensure that it is well presented. Emphasise headings, use professional alignments (columns/tabs NOT the spacebar). Show off your word skills.

……..continued

Avoid repetition of content – it looks like you have very little to say and you won't stand out from other candidates this way.

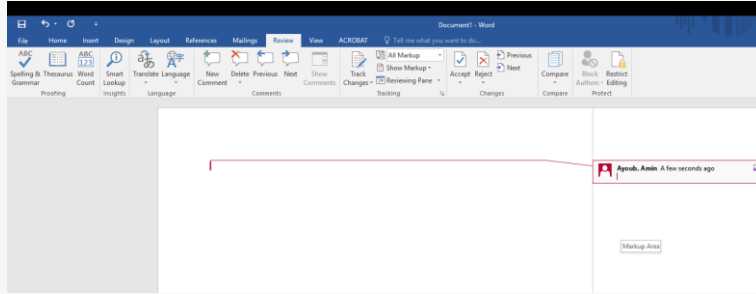If you aren't fired with enthusiasm, you will be fired with enthusiasm.
- Vince Lombardi

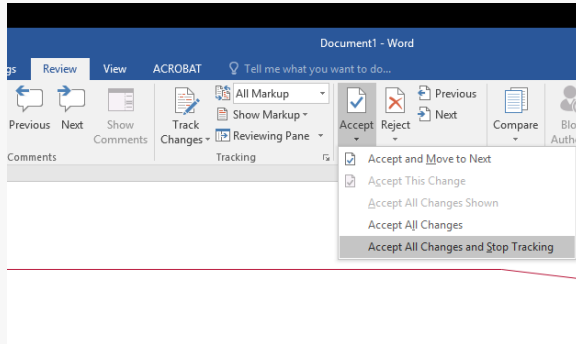Ensure you express your desire and enthusiasm for a challenge.

Research online for sample CVs and ideas on how your CV should look.
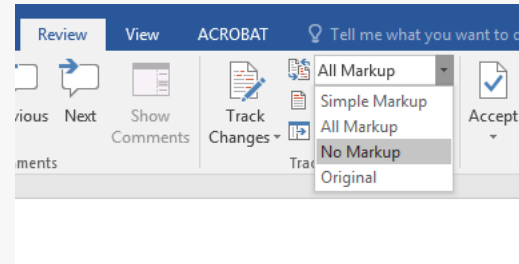
Using comments on Word

Once you have had your CV reviewed, you may receive comments as shown. It is important you review and remove these before sending your CV to the employer.
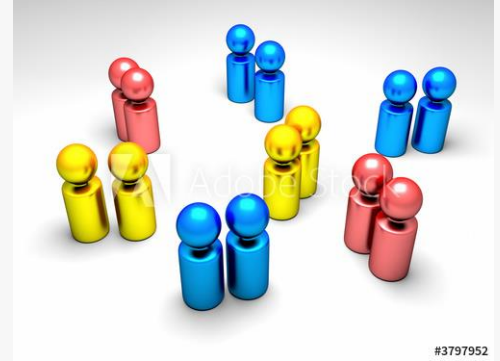

To remove comments, select Accept under the Review ribbon, and then select Accept All Changes and Stop Tracking.

You also need to select No Markup which is found in the Review ribbon, this will hide the comment from the word document.

CV Writing Exercise

You will need to have a copy of your current CV to hand

Working in pairs review each others CV using the checklist provided and identify areas where your CV could be improved and/or areas that are missing

Reminder - Assessment 1.
Deadline 21st October 2018 at 5pm
Submission via Moodle

- You will produce the following:

1. Professional Development Plan - establish SMART goals (objectives) to achieve over the short, medium and long term. (800 words)

1. Application Form Questions – answer 5 application form questions, suitable to use for a professional job application. (300 words for each question)

Dates for your diary…

Engineering Mathematics and Technology Fair at City:
https://www.city.ac.uk/careers/recruiters/get-involved-on-campus/fairs/engineering-science-technology

Date: 17th Oct 2018
Time: 14:00 - 16:30
Venue: Great Hall, College Building

An excellent opportunity for you to meet many recruiters and find out:
- ✓ What opportunities are available
- ✓ What employers expect from you
- ✓ How you can make the most of your application to them

Register on Careers Hub

Computer Science Speed-Networking event at City:

Date: 15th Oct 2018
Time: 14.30 – 5.30pm
Venue: Ada Lovelace (A309), College Building

Register: https://cs_speednetworking.eventbrite.co.uk

An excellent opportunity for you to:
✓Speak to industry professionals in small groups
✓Find out tips and advice for tackling the recruitment process
✓Expand your industry networking connections

Goldman Sachs Women's Conference: Exploring Engineering

8 and 9 November 2018

Goldman Sachs
London HQ

ADDITIONAL DETAILS

Are you a science, technology, engineering or maths student interested in a 2019 summer internship?

Goldman Sachs invites women graduating in 2020 to attend a two-day symposium to learn about career opportunities in our Engineering organisation and how to succeed in the recruitment process.

To find out more about this two day conference and register by **19 October** to attend, visit gs.com/careers.

We will begin taking registration for this event and applications for the 2019 Engineering Summer Analyst Programme on 1 July.

Reading List

1. Brilliant Graduate CV: How to get your first CV to the top of the pile by Jim Bright, Joanne Earl, David Winter (e-book)

2. How to Write: Successful CVs and Job Applications, Judith Leigh

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