



CUU Careers and Employability Office

Application Process Two | Developing a Winning CV



**CAVENDISH
UNIVERSITY**
UGANDA

*Success begins at
Cavendish University*

Mission:

To deliver graduates to a marketplace, through preparation to gain, retain, sustain, and leave employment by linking graduates to employers, entrepreneurs to funders, and innovators to investors.

- Keywords:**

- Career – preparation to gain, retain, sustain, and leave
- Employment – internship- graduates to employers
- Entrepreneurship – support from funders
- Innovation – students to investors

Vision:

A Centre of Excellence in Graduate Preparation for Post University Employment in Africa

- Keywords:**

- Pivot: University mission and vision
- Excellence: CUU's student-centric Academic Model
- Graduates: Market relevant- focus of the university
- Preparation: Career services

Understand your own self

1. What is your why?
2. Where can you find it?
3. Who do you know?
4. Who owes you?
5. What can you do?



- Create a USP, and use it in all your social media platforms
- Sell yourself
 - Knowledge
 - Skills
 - Abilities
 - Personality
 - wiliness to learn



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APPLY
NOW!

- Your Name and Contact Details
- Put your name at the top in bold to make it stand out.
- Include address, an appropriate email address, and telephone number.
- Don't write 'Curriculum Vitae' or Resume.
- Marital status, gender and date of birth are all optional.
- You do not need to provide a photograph or details of your nationality.

Example

Cavendish U. Uganda

Plot 1469 Nsambya Ggaba Road, P.O Box 33145 Kampala (U)

Phone: +256 414531700, Email: cavendishuniversity@cavendish.ac.ug

Personal Statement or Profile

- A statement that Describes you
- Describe what motivates you
- Show you have a realistic understanding of the job or market
- Say why you want such a thing

Profile Statement

A _____ undergraduate/Graduate with _____ experience
in _____ looking for an opportunity to _____,
and keen to pursue a career in _____. My aim is to _____
|with an organization dedicated to _____
And work with people who are _____

- Organise your education in reverse chronological order, with your most current or most recent at the top.
- Name of the institution
- Name of the school and college qualifications or your degree and postgraduate study.
- State the dates

Cavendish University Uganda, Bachelors of Science and Information Technology, 20019-2023

Cavendish University Uganda, Diploma in Information Technology, 2016-2018

Cavendish High School Congo, Congo Certificate of Education, 2012-2015|

- Mention the award
- Give background information
- Separate professional awards from personal awards

For Instance

Cavendish University Uganda, Student's Relations Officer,

Employee of the Year, 2019-2020, awarded from Serena Hotel,

On December 2021|

- Record the most recent first.
- Add all types of work experience can be included whether full time, part time, temporary or voluntary, paid or unpaid.
- Include the name of the organization.
- Your job title, dates.
- Don't undersell it.
- Describe your duties, and achievements.
- Make your most relevant experience stand out.

Cavendish University Uganda, Students Relations Manager, 2019 to date

Duties or Roles and Responsibilities

- Coordinated
- Organised
- Managed
- Guided
- Analysed
- Participated
- Liaised
- Wrote
- Contributed
- Attended
- Developed

Communication

- Ability to communicate clearly and succinctly, both orally and in writing,
- Willingness to question and to listen to others to aid your own understanding and that of others.
- Ability to convey complex information at the right level so it is understood by others.

Teamwork

- Ability to form relationships at all levels, and motivate and support other team members.
- Willingness to ask others for advice or help when solving a problem.
- Ability to work fairly and productively alongside others.

Organisation and time management

- Setting objectives, and planning activities and resources, to achieve a goal.
- Ability to manage time effectively to prioritise activities and meet deadlines.
- Achieving a productive and satisfying work-life balance.

Problem solving

- Ability to understand information quickly and accurately.
- Appreciation of all the variables affecting an issue.
- Ability to evaluate and choose workable solutions to problems.

Motivation

- Energetic and enthusiastic approach to work/tasks.
- Desire to continuously learn and develop, and evaluate own performance.
- Perseverance in the face of obstacles.

Leadership

- Having a clear vision that can be translated into action through effective communication.
- Ability to enthuse and influence others by gaining their trust and support.
- Ability to listen, share and delegate when appropriate.

- Creativity, flexibility and openness to change
- Confidence /assertiveness
- Interpersonal, intercultural and global awareness
- Numeracy
- Information and IT literacy
- Business/commercial awareness and professionalism

- Identify the skill
- Do not simply list your skills
- Describe how you have gained the skill
- Try to show how your actions made a difference to the organisation or activity you were involved in.
- Don't repeat information that you have already covered in other sections
- Ensure that practical skills like IT, languages and driving license are listed somewhere in your CV.

Communication: I have gained strong communication skills during my degree course from giving presentations at seminars to participation in group tasks. ~~Be practical~~ At Cavendish University I liaised students to employers, student entrepreneurs to investors, and innovators to funders. I also designed an online career coaching session, and three students, were able write a user manual and provided training to other members students body.

Leadership and Teamwork: as a student leader at CUU, I played a major role in organising and running the University Basketball Team. I help select the team each week and ensure that those playing turn up at the right place and time. In addition, I currently work as part of a team to deliver sporting services to unemployed adults and youth within and around Nsambya. My role within the team is to take a lead on the sporting of talent.

Others

- Include all the trainings, workshops etc
- Any other information that you believe is relevant

Hobbies

- Not relevant

Referees

- Name
- Title
- Address
- Contact

Top Interview Skills

- Prepare
- Be Punctual
- Think before speaking
- Speak clearly, cohesively, and calmly

- Be confident, not arrogant
- Listen well
- Express gratitude



Interview Preparation Skills

☐ Research the company values, role, and recent news on the company

☐ Look up the interview panel and familiarize yourself with their profiles

☐ Practice reciting your answers and utilize the S.T.A.R. format

☐ Ensure you have an up to date copy of your resume on hand

☐ Turn off phone and email notifications for the interview duration

☐ Dress for Success - wear professional clothes that you're comfortable in

☐ Arrive to the interview 10-15 minutes early

