

Developing Your CV

Professional Development – Session 3



Agenda



Introduction



Types and
Components of
CVs



Do's and Don'ts



CV Creation
Tools



Activities

What is a CV?

A brief account of a person's education, qualifications, and previous occupations, typically sent with / as a job application.



Paul Girotti

Lettings Administrator

Contact Details

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Birmingham

LinkedIn

Core Skills

- Tenancy Agreements
- Customer Service
- Database Management
- Conflict Resolution
- Property Viewings
- Maintenance Management
- Regulatory Compliance
- Deposit Protection

Professional Profile

Detail-oriented Lettings Administrator with 5+ years experience in the UK property management industry. Proficient in organising property listings, tenancy agreements, tenant screenings with an excellent knowledge of UK housing regulations. Certified GDPR Practitioner adept at providing exceptional customer service and maintaining efficient administrative processes to support landlords and tenants.

Career Summary

Feb 2021 - Present

Austen Lettings, Birmingham
Lettings Administrator

Outline

Work in the Birmingham branch of a leading national letting agent, responsible for the administration of up to 35 residential property rentals within a 5 miles radius.

Key Responsibilities

- Maintain client databases, send internal correspondence and compose emails
- Conduct tenant screenings, credit and reference checks, and income verification
- Prepare and execute tenancy agreements in accordance with UK housing regulations
- Regularly inspect rental properties to ensure they meet safety and maintenance standards
- Oversee the rent collection process, ensuring that rents are paid on time
- Build positive tenant relationships by promptly addressing inquiries, concerns, and maintenance requests

Key Achievements

- Streamlined the client follow up system, improving response time by 20%.
- Reduced vacancy periods by an average of 12 days by introducing a streamlined tenant onboarding process, resulting in a 15% decrease in move-in time.

Jul 2019 - Feb 2021

UNITE Students, Birmingham
Administrator

Outline

Worked in the head office of a large student accommodation company, providing administrative support to 25 members of staff.

Key Responsibilities

- Organised the office calendar and scheduled meetings
- Conducted office administration tasks including data entry, filing, copying, and faxing
- Managed all written and verbal communications, including email, phone, and voicemail
- Maintained office inventory and ordered stock when needed
- Maintained detailed records of student leases, occupancy status, and maintenance
- Filed financial transactions, including rent collection, processing security deposits, and handling payments for utilities

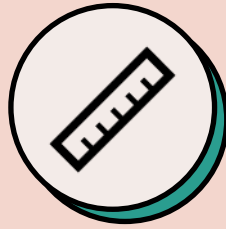
Key Achievements

- Reorganised the office supply cupboard in 2020, reducing over-ordering by 50%.

Education

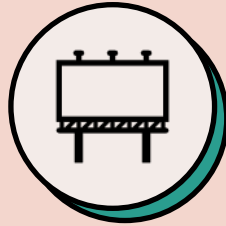
- **Diploma in Property Management** | NPAA | Jun 2023
- **Certified GDPR Practitioner** | IAPP | Feb 2021
- **BTEC Level 3 Business (Distinction)** | St John's College | Sep 2017 - Jun 2019
- **7 x GCSEs (grades B-C)** | Crawley Secondary School | Sep 2015 - Jun 2017

Types of CVs



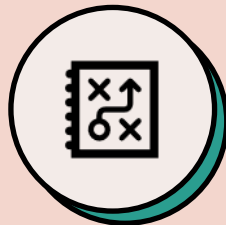
Chronological CV

Applicants with a steady work history, with no major career gaps



Functional (Skills-Based) CV

Candidates with gaps in their employment, career changers



Combination (Hybrid) CV

Applicants who want to emphasize their skills and work history



Academic CV

Scholars, researchers, and individuals seeking academic positions



Targeted CV

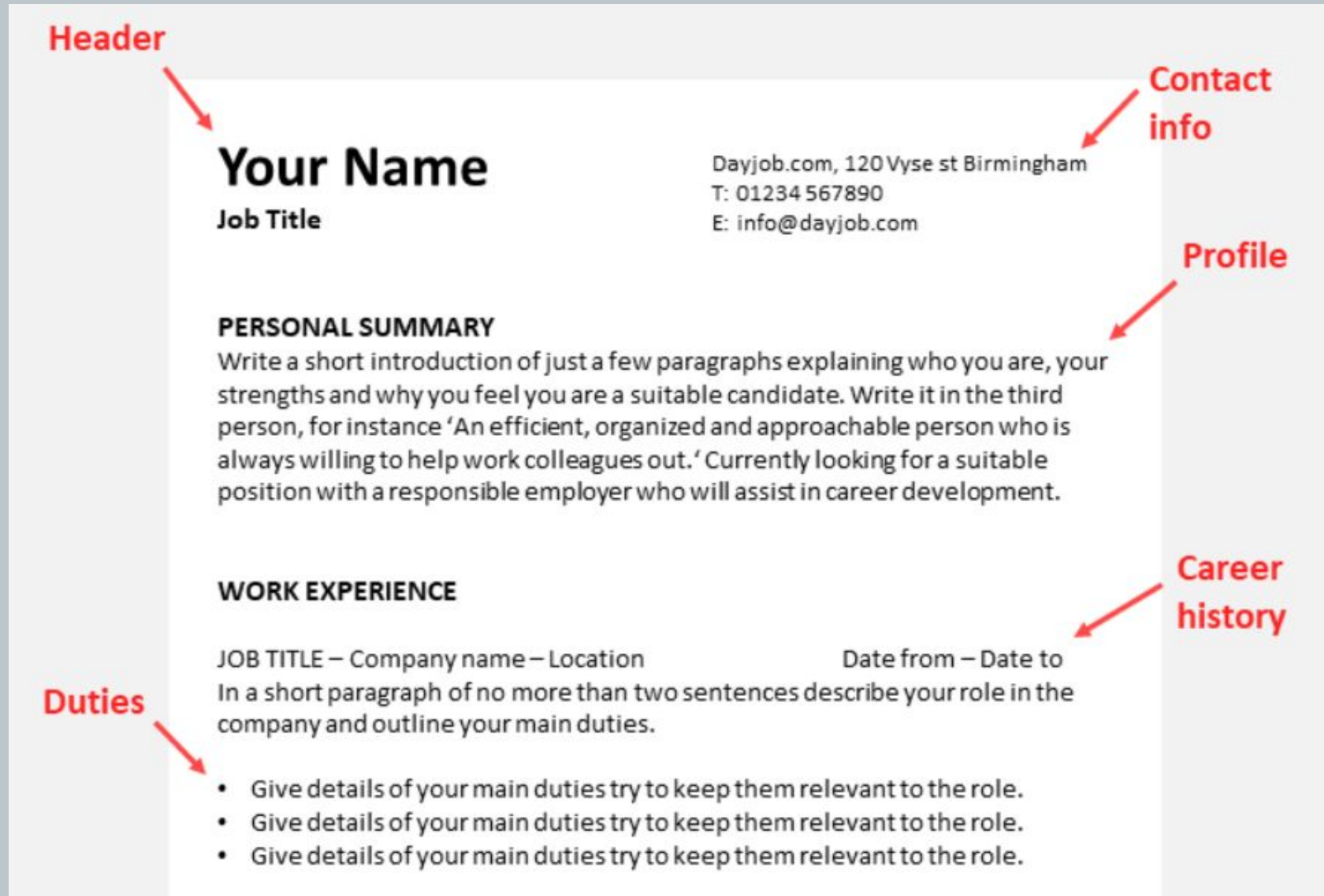
Candidates applying for a particular role

Today's Focus

Combination (Hybrid) CV

- **Focus:** Combines elements of both chronological and functional CVs, highlighting skills and competencies, followed by a chronological listing of jobs.
- **Best for:** Applicants who want to emphasize both their skills and work history.
- **Highlights:** Transferable skills along with relevant work experience.
- **Commonly used in:** General job markets, especially for mid-level professionals.

Components of a 'Combination CV'



Components of a 'Combination CV'

SKILLS

- In concise sentences describe your most professional attributes.
- In concise sentences describe your most professional attributes.
- In concise sentences describe your most professional attributes.

Competencies



EDUCATION

Subject(s) and grades
School/College/University name

Year – Year

Academic



Subject(s) and grades
School/College/University name

Year – Year

REFERENCES – Available on request

References



Header of CV

Name

- **First Name:** First name or the calling name is preferred.
- **Middle Name:** Optional. You can add, if you need.
- **Last Name:** Family name

Job Title

- **If for job seeking:** The position you are applying for.
- **Else:** Your general position as of now.

Contact Details

Contact Number

International
Format

LinkedIn Profile

Link to the
profile

Contactable Times

(Only if really
needed)

Email Address

Ensure it is
correct

Location

District or
Area of
residence

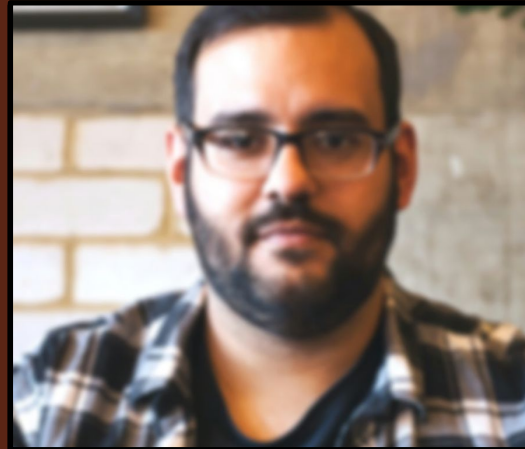
Inappropriate Profile Pictures



Looking side



Face covered



Blurred



Leisure time

Appropriate Profile Pictures



Formal



Academic



Smart Casual



Smart Casual

Personal Summary

Open with Impact

- “An ambitious, hard working and motivated individual looking to secure work experience in the media sector”
- “A motivated and driven business student looking to gain employment within the finance sector”

Format

- 2-4 sentences
- State what you are best at
- State who you serve
- State how you do it uniquely
- Use action words wherever possible

Experience

09/2015 to 05/2019

Web Developer - Luna Web Design, New York

- Cooperate with designers to create clean interfaces and simple, intuitive interactions and experiences.
- Develop project concepts and maintain optimal workflow.
- Work with senior developer to manage large, complex design projects for corporate clients.
- Complete detailed programming and development tasks for front end public and internal websites as well as challenging back-end server code.
- Carry out quality assurance tests to discover errors and optimize usability.

Experience

- Job title
- Duration
- Company
- Duties (Use Action Words)
- In chronological order

Word Patterns to Include



Skill Highlights

- Skill Highlights
- Project management
- Strong decision maker
- Complex problem solver
- Creative design
- Innovative
- Service-focused

Skills

- Describe what your skills are
- Put in point form

Education

2014-2019

Bachelor of Science: Computer Information Systems -
Columbia University, NY

Certifications

PHP Framework (certificate): Zend, Codeigniter, Symfony.

Programming Languages: JavaScript, HTML5, PHP OOP, CSS, SQL, MySQL.

Education

- Major
 - Grades (Optional)
 - Duration
 - Institute
-
- In chronological order

Do's and Don'ts

DO's

- **Tailor Your CV:** According to the industry.
- **Use Action Verbs:** verbs like "developed," "managed," or "achieved."
- **Keep It Concise:** Stick to a clear, easy-to-read format. 1-2 pages.
- **Highlight Achievements:** such as "increased sales by 20%" or "led a team of 10."
- **Proofread Carefully:** Ensure there are no spelling or grammatical errors. A typo-free CV shows attention to detail.

DON'Ts

- **Include Irrelevant Information:** Avoid adding unrelated information.
- **Overload with Text:** Too text-heavy or cluttered. Long paragraphs.
- **Exaggerate or Lie:** Honesty is crucial. Can be easily discovered during interviews
- **Use Unprofessional Language:** Avoid slang, jargon, or informal language
- **Use One Generic CV:** Don't send the same CV to every employer.

Tools for CV Creation

**Word
Editors**

**LinkedIn
Profile**

Much more...

Canva

**Generative
AI**

10 Rules of CV Writing



Activity



Job Title: Intern Python Developer

- **Key Responsibilities**

- Assist in developing, testing, and debugging Python-based applications.
- Collaborate with senior developers to design and implement new features.
- Write clean, efficient, and maintainable code.

- **Requirements**

- Currently pursuing a degree in Computer Science, Information Technology, or related fields.
- Knowledge of Python and its libraries (e.g., Pandas, NumPy, Flask, Django, etc.).
- Understanding of object-oriented programming (OOP) principles.
- Basic knowledge of web development (HTML, CSS, JavaScript) is a plus.

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