

Developing Your CV

Professional Development



Typical Chronological CV

- Personal Details
- Personal Statement
- Education
- Work Experience
- Interests, About me, Additional Information

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.”

Brand Statement

- 1–2 sentences
- What you are best at (value)
- Who you serve (audience)
- How you do it uniquely (unique selling point)
- Sums up your unique offering

Dos and Don'ts

CV Profile Photos



CakeResume



Key Achievements

- List three key achievements that clearly display your character and commercial value
- Think about what would impress them the most



Let's watch this video and do the Chapter Quiz!

https://www.linkedin.com/learning-login/share?account=76664938&forceAccount=false&redirect=https%3A%2F%2Fwww.linkedin.com%2Flearning%2Fcv-success-master-class%3Ftrk%3Dshare_ent_url%26shareId%3DWnHeQnUMSPOZFPgcY6oozQ%253D%253D

Project Experience



DSGP/ SDGP?

External (If any)

Proof-read your CV

Peer- review



Spellings- University name
Degree Title



Dos Checklist

- ✓ Choose the CV Template that suits you and the industry
- ✓ Include information that reflects your professional ability
- ✓ Use action-orientated language to highlight achievements or projects
- ✓ Add industry buzzwords and keywords to help with the screening process.
- ✓ Experiment with the CV design, but keep it consistent
- ✓ Check your spelling and grammar for mistakes

X Don'ts Checklist

- x Don't lie or include misleading information
- x Be careful not to overload your CV with too much formatting
- x Try and avoid using too many bullets
- x Copy and paste parts of job descriptions into your CV
- x Keep the same information for similar jobs, mix it up
- x Confuse your tenses of verbs, consistency is important

A Good CV... What does it look like?

Daniel Moore | Student
Location: London
Telephone: 01234 567 890
Email: danielmoore@madeup.com

Professional Profile

'Dedicated young professional, currently studying towards GCSEs, with complementary experience in leadership having captained the school football team'

Predicted to receive excellent grades at GCSE level Mathematics, Sociology, and Geography, with a recent Geography Award for academic achievement. Passionate about music with a Grade 7 in Piano and Grade 5 in Flute. An active member of the school piano club and chess club, dedicated to both personal and professional development. A reliable team player with a personable nature and positive communication style, experienced in collaborating with classmates to complete school projects and challenges.

Key Skills

Communication Skills – Ability to work alongside classmates to complete assigned activities, and to fundraise for charities.

Leadership Experience – Experienced in leading and motivating students having captained the school football team.

Musical Talents – Skilled in playing the piano and member of the school piano club, with experience in attending national competitions with the school choir.

IT Skills – Strong skills in IT, including Microsoft Office, with a predicted grade of 6 at IT GCSE.

Education & Qualifications

GCSEs	X9 Including English and Mathematics <i>London Bridge Comprehensive School (Present)</i>
	<ul style="list-style-type: none">Predicted Grades: English (6), Mathematics (7), Science (6), Art (6), Geography (7), Sociology (7), IT (6), Design & Technology (6), Spanish (6).Extracurricular Activities: Grade 7 Piano, Grade 5 Flute.Memberships: The School Piano Club / Chess Club.Awards: London Bridge Comprehensive School Geography Award.Acted as a mentor for years 1 and 2.Looked after the school and ensured school tidiness as an Environmental Prefect.

Extra-Curricular Activities

- Captain of the school football team, London Bridge Under 12s, for the last four seasons which consists of two separate age groups, ranging from 8 to 10, and 10 to 12.
- Member of the piano club London Bridge Comprehensive School, and attend various national competitions as a piano player for the school choir.
- Helped the Action Aid Cancer Charity Shop to fundraise by going door to door for contributions.

Additional Information

IT Skills:	Microsoft Office including Word, Excel, PowerPoint and Access
Languages:	English (Native), Spanish (Conversational)
Interests:	Football, Sports, Chess, Piano

References are available on request

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Discussion: What's wrong with this CV???

Rick Grimes

Junior Editorial Assistant

MA Student in English at Stanford University, made the Dean's List for three consecutive years (2014-2016), with two study abroad experiences and a semester-long research internship in Oxford, UK looking to use my strong research and writing skills, as well as my expertise in contemporary literature in the position of Editorial Assistant at Penguin Random House.

Education

2017-09

MA in English, Stanford University

Expected to graduate in 2018

3.95 GPA

Favorite fields of study: American Poetry; From Modernism to Postmodernism, Creative Expression in Writing, Creative Nonfiction

Thesis title: "An Analysis of the Impact of 1940s Blues Culture on the Poetic Expression of the Members of Harlem Renaissance"

Key achievement: Awarded \$15,000 2017 Drue Heinz Literature Prize for a collection of short stories "Your Latest Trick."

2013-08 - 2017-06

BA in Comparative Literature, Stanford University

3.9 GPA

Favorite fields of study: Introduction to Literary Study; Comparison, Cosmopolitanism, and the Global Novel, Literature Gone Viral, Digital Humanities, Radical Arts, Re-thinking Derrida, Being as a Spectacle

Thesis title: "Towards the Derridian Decostruction of the Notion 'Biography' on the Basis of Julian Barnes' 1984 novel 'Flaubert's Parrot'"

Extracurricular activities and achievements:

- Dean's List 2014-2016
- President of the undergraduate student board from 2015 to 2016.
- Started and ran a discussion club on Russian Postmodernist Literature.
- Chief Editor of the University Blog from 2015 to 2017.

Awards and Honors

2017-02

2016 Drue Heinz Literature Prize

2016-06

Dean's List, Stanford University

2015-06

Dean's List, Stanford University

2014-06

Dean's List, Stanford University

Work Experience

2015-06 - 2017-09

Editorial Intern

Faber and Faber, Stanford

- Assisted in hiring and managing a pool of freelancers as needed, including development editors, copy editors, proofreaders, indexers, recipe testers, and technical editors, including remote and on-site employees.
- Assisted in the development, design, and preparation of sales materials.
- Collected and distributed incoming mail and processed outgoing mail.
- Served as the primary contact for incoming phone calls.
- Provide general and editorial support to the Stanford staff as requested.

Personal Info

Address
7 W. Adams Lane
Stanford, CA 94116

Phone
202-555-0115

E-mail
richard.f.grimes@gmail.com

Linkedin
linkedin.com/in/rickygrimes93

Twitter
twitter.com/rickyfillygrimes

Languages

Russian ●●●●●
Bilingual

French ●●●●●
Advanced

Spanish ●●●●●
Advanced

Portugese ●●●●●
Intermediate

Skills

Academic Writing ●●●●●
Excellent

Literary Criticism ●●●●●
Excellent

Research ●●●●●
Advanced

Creative Writing ●●●●●
Advanced

Editing ●●●●●
Intermediate

David Gibbons

57 Outlands Road, Dingley, LE16 9SJ

Mobile: 079 3316 8158

E-mail: David.gibbons@live.co.uk

Personal Profile Statement

A motivated, adaptable and responsible Computing graduate seeking a position in an IT position which will utilise the professional and technical skills developed through past work experiences in this field. I have a methodical, customer-focused approach to work and a strong drive to see things through to completion. In my current job, I have managed the launch and migration of two major IT systems which was completed on time and within budget.

Achievements

- Implementing major systems with zero downtime and zero data loss
- Employee of the month for two consecutive months (6 & 5)
- Member of the British Computing Society

Education

2009 – 2013 **BSc Computer Science (Hons)** **Aston University**

- 1st Class Degree with Professional Placement

Relevant Modules:

- Professional and Social Aspects of Computing (73%)
- Data Modeling and Database Systems (59%)
- Understanding Information Systems (93%)
- Information Security (67%)
- Human Computer Interaction (80%)

2007 – 2009 **BTEC National Diploma in IT** **Hall Green College**

- Grade Achieved: Triple Distinction*

2000 – 2007 **Bournville Secondary School**

- 8 GCSEs at grades A*–C.



- Keeping up to date with the latest technologies.

Oct 2003 – Jun 2008 IT Support Officer Ladypool Warehouse Ltd.

- Provided extensive IT support to internal and external stakeholders;
- Installed and configured computer hardware operating systems and applications;
- Monitored and maintained computer systems and networks;
- Resolved, diagnosed and solved network problems and relevant software faults.

Jan 1999 – Sept 2003 IT Admin West London Council

- Produced Requirements Documentation (diagrams and workflow);
- Maintained the computer network and information systems.

1996 – 1999 Various jobs Retail (sectors)

Qualifications

- Level 3 N.V.Q. Employability Skills
- MCSE, CISCO and Office365 Certification

Skills

- Excellent knowledge of a variety of programming languages including Java, Python, C, JavaScript, PHP and SQL.
- Strong troubleshooting skills with software, hardware & network products
- Expert in networking fault diagnostics and troubleshooting, Cisco routers, Cisco switches, routing and switching configuration and technologies

Hobbies and interests

I enjoy reading non-fiction books, building computer networks, solving puzzles and socialising with friends and family.

References

Mrs Saima Khan

IT Executive

Maplins

Address: 24 St Denys Road, Postling, CT21 3QF

Tel: 0109 228 2091

Email: khan.s@maplins.co.uk

Mr Keith Butler

Senior IT Analyst

Fujitsu

Address: 12 Gold Ln, Bexley, BO1 5FE

Tel: 0780 8462 3463

Email: keith.butler@gmail.com

Curriculum Vitae

Mark Taylor

Address: 66 Hendford Hill, Mouldsworth, WA6 8DE, United Kingdom

Tel: 07900257283

Email: coolguy007@hotmail.co.uk

DoB: 27 February 1985

Nationality: British

Gender: Male

Marital status: Single

I am a hard-working individual who enjoys working. I am excellent at meeting deadlines. I have two years of experience in business, and I would like to contribute to a business with my excellent skills and past work experience.

Achievements

- Finished my college studies
- Currently working as an IT support assistant

Education

1991 – 1992 Collingham Garden Nursery

1992 – 1996 Stamford Primary School

1996 – 2002 Hall Green Secondary School

2002 – 2004 A-Level Sandwell Sixth Form College

- English: A*
- Mathematics: C
- Biology: B
- Geography: A
- Business: C

October 2004 – June 2007 UCB, Birmingham BSc Psychology

Employment

2011 – Present IT Support Assistant ABC Electronics Ltd.
2008 – 2011 IT Admin Dana Corporation
2006 – 2008 IT Assistant M&M Electric Vehicles Ltd.
2005 Cleaner K Lacey Ltd.
2003 – 2005 Housekeeper Plaza Hotel
2002 Packer Packaging Products Ltd.
2000 – 2001 Cleaner TB Group Inc.

Qualifications

2004 – 2007 BSc Psychology, University College Birmingham

Skills

- Excellent communication skills
- Excellent management skills
- Great IT skills

Hobbies and interests

I enjoy skiing, hiking, playing football, going to the gym, eating out with my friends, bird watching and going to church on Sundays.

References

Mr Evan
Tesco
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E-mail: evan.sanders82@hotmail.com



Any Questions?