

# 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**

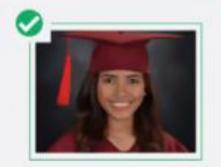
- 1-2 sentences
- What you are best at (value)
- Who you serve (audience)
- How you do it uniquely (unique selling point)
- Sums up your unique offering



# 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
- Copy and paste parts of job descriptions into your
   CV
- Keep the same information for similar jobs, mix it up
- Confuse your tenses of verbs, consistency is important

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



#### **Daniel Moore | Student**

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 Plano 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 GSCE.

#### **Education & Qualifications**

#### GCSEs

#### **X9 Including English and Mathematics**

London Bridge Comprehensive School (Present)

- 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

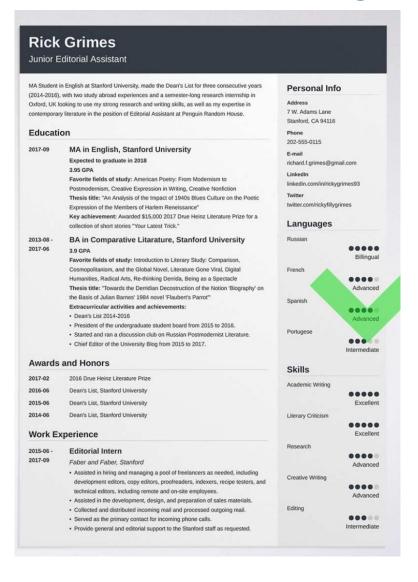
Languages: English (Native), Spanish (Conversational)

Interests: Football, Sports, Chess, Piano

References are available on request

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#### **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 time and within budget.

#### **Achievements**

- Implementing major systems with zero downtime and zero is lost
- Employee of the month for two consecutive months
- · Member of the British Computing Society

#### **Education**

#### 2009 – 2013 BSc Computer Scien (H ns) Aston University

1st Class Degree with Professional Placement

#### Relevant Modules:

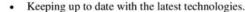
- Professional and Scial spects of Computing (73%)
- Data Model ing a 1 Latabase Systems (59%)
- Understanda Information Systems (93%)
- Infor ation Security (67%)
- mpan mputer Interaction (80%)

#### 2007 - BTEC National Diploma in IT Hall Green College

• Grade Achieved: Triple Distinction\*

#### 2000 - 2007 Bournville Secondary School

8 GCSEs at grades A\*-C.



#### 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 Certificat.

#### **Skills**

- Excellent knowledge of a varrety of programming languages including Java, Python, C, JavaS pt, i IP and SQL.
- Strong trouble took of kills with software, hardware & network products
- Expert in ne work ag rault diagnostics and troubleshooting, Cisco routers, Cisco switch and in and switching configuration and technologies

#### Hob'nes 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





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 rust work experience.

#### Achievements

- · Finished my college studies
- · Currently working as an IT support as istact

#### Education

1991 - 1992 Collingham Garaen Nursery

1992 - 1996 Stamtord Primary School

1996 - 2002 Hall en secondary School

2002 - 2004 Level Sandwell Sixth Form College

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

October 2004 – June 2007 UCB, Birmingham BSc Psychology



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#### **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 Bir Mygr m

#### Skills

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

#### Hobbies and interests

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

#### References

Mr Evan

Tesc

Birmingham, West Midlands, B55 1KE, United Kingdom.

Tel: 078 4320 3833

E-mail: evan.sanders82@hotmail.com





# Any Questions?