

Getting Noticed: Writing a Killer CV

6G5Z0023 Thematic Project

Lab Week 01

Objectives

After today's session, you should be able to:

- Identify the strengths and weaknesses of various CV formats
- Analyse CVs for their positive and negative aspects

This session:

- Better prepares us for submitting a CV with the Project Preferences Process
- Helps us reflect on our own CVs and what we might do differently when applying for jobs

Today's Task

- There are **five example** CVs provided for you on Moodle
- These range from traditional CVs, to video CVs
- Your task is to spend some time **reviewing** these CVs
- You'll need to:
 - Identify at least **three positives** about each CV
 - Identify at least **three areas of improvement** for each CV
- You may work in small groups (if you wish)
- We have around 50 minutes, so spend around 8 minutes on each CV
- We'll pause and debrief on each CV one by one every 8 minutes or so to see whether we all felt the same

Useful Resources

- **Careers and Employability Website:**

CareerHub:

<https://mycareerhub.mmu.ac.uk/>

CVs and Applications

<https://www.mmu.ac.uk/careers/students/get-help-with-applications>

Designing a Creative CV

<https://mmu.careercentre.me/Resources/CustomPage/13803>

- **Example CVs from Prospects**

<https://www.prospects.ac.uk/careers-advice/cvs-and-cover-letters/example-cvs>

What did you think of: CV #1

What did you think of: CV #2

What did you think of: CV #3

What did you think of: CV #4

What did you think of: CV #4

Three positives from the room:

Three improvements from the room:

Three positives from the room:

Three improvements from the room:

CV Feedback

- Remember that there are tonnes of resources on CVs available on the Career Centre
<https://mmu.careercentre.me/members>
- You can also ask questions about writing a CV:
<https://mycareerhub.mmu.ac.uk/students/questions/>
- You can get automated, instant feedback on your CV using CV360:
<https://www2.mmu.ac.uk/careers/students/cvs-and-applications/>

Summary

Today was all about making sure that we know how to approach the CV aspect of the Project Preferences Process.

Don't forget that the [Careers and Employability Service](#) is there to help you!

**Make sure you complete the Project Preferences Process before
9pm on Friday 31st January 2025**

