

5COSC999C: Professional Development

Tutorial – Developing your CV

Discussion:

1. Answer the following questions based on the CV template images given below.



- a) What is the most appropriate order for sectioning your CV and what is it based upon?
 - b) In your groups discuss and create a list of 10 personal statements that could be used in your CV. Remember the tips that were used during your tutorial when doing this.
 - a. Be short and concise (not more than 2 to 3 sentences).
 - b. Include a personal attribute that helps you stand out.
 - c) Compare the 3 examples shown above build a table in your groups of the positive aspects of the CV's and aspects of it that could be improved upon.
 - d) Discuss how you would position your Unique Selling Point (USP) in your CV. In which sections of your CV would that best be demonstrated?
2. As a group listen to related content from the following linkedin learning lesson and discuss the session with your tutor.

<https://www.linkedin.com/learning-login/share?account=76664938&forceAccount=false&redirect=>

https%3A%2F%2Fwww.linkedin.com%2Flearning%2Fresume-makeover%3Ftrk%3Dshare_ent_url%26shareId%3DWrg61vmKRS%252BqTRW4EYpHHw%253D%253D