

Customise your CV



Phase:Refine

Session Objective:

- To equip participants with the skills to tailor their CV to specific job applications, increasing their chances of securing interviews.

Outcome:

- The participant will have a better understanding of how to analyse job descriptions to tailor their CV.

Session Objective:	To equip participants with the skills to tailor their CVs to specific job applications, increasing their chances of securing interviews.
Task:	For the participant to complete the activities within this worksheet.
Outcome:	The participant will have a better understanding of how to analyse job descriptions to tailor their CV.
Potential Discoveries:	<ul style="list-style-type: none"> The participant will understand the importance of tailoring their CV for each application. The participant will know what skills they have that align with the type of work they are applying for. The participant will know how to match their skills and qualifications to the roles they are applying to. The participant will understand what skills and qualifications they need to successfully apply for their desired roles.
Ideas for follow up activities:	<ul style="list-style-type: none"> For the participant to identify and develop the skills they need for the types of roles they want. Use our app's CV360 tool to ensure their tailored CVs are appropriate: https://jobs22.careercentre.me/CV360 For the participant to further their understanding of their CV using the below learning paths within our app: <ul style="list-style-type: none"> Tailor your CV to the role Education on your CV Why and how to reduce the length of your CV Where does my CV go when I upload it? How to check your own work Consider completing the following EC led session - ESC Talent Pool Registration.

Keyword spotting from
ATS (Applicant Tracking
Systems)

Emphasis on the skills
and experiences that
are most relevant to the
specific job.

Improved alignment to
the job.

Why is CV Tailoring important?

Demonstrates clear
interest to the company
and role

Highlights the time you
have taken to research
and prepare

Increased visibility to
recruiters in your field
of work

Analysing Job Descriptions

Look at a job description you are interested in applying to. Using that job description, complete the activity below:

Skill or Qualification required in job description:	Do I have this Skill? Y/N

Collect your Evidence

From the skills/qualifications you have identified in the list above, use your basic CV and link your experience to the skill requested. Remember – use action verbs! Once complete, ensure you put the evidence in your new, customised CV.

Your skill or qualification:	Evidence to put in CV:

Tailor your Statement

Now you have identified your skills above, work independently or with your Employment Coach to fill in the blank spaces below.

This will allow you to create an example of a tailored professional statement for your CV. You can amend this to work for you!

I am a _____ individual seeking a _____ role within the _____ industry.

I particularly thrive in a _____ environment, as it allows me to implement my _____ skills in which I have _____ years of experience.

I have demonstrated these skills previously by

_____.

I have also developed my understanding of the _____ sector, by completing my qualification in

_____.

I hope in securing a role within the _____ sector will allow me to work towards achieving my career ambitions of

_____.

Strengthen your Match!

Following the ‘Analysing Job Descriptions’ activity, you can understand how to match the job description to your experience on your CV. Using the form below you can establish the next steps needed to obtain the skills or qualifications required to better match your CV to specific roles:

Skill/ qualification Required	Is it essential to the role?	How will you obtain this skill / qualification?

Please ensure any next steps or follow-up actions that have been identified within this session are detailed within your participant's action plan.