

Writing Your Professional CV

Your Professional CV

- Your own personal marketing tool.
- It outlines your qualifications, employment/work experience, strengths & achievements.
- It's often the first document an employer will see – first impressions count!
- A fluid document, one that should be constantly evolving & enhanced.

Can you describe yourself in 3 words?



Before you start writing your CV, it's useful to carry out some self assessment.

Your CV is a tool you'll use to sell yourself, so the language you use in it should reflect you in a positive way.

Thinking of 3 words to describe yourself is a good place to start when considering how you can sell yourself, what makes you unique and what you have to offer.

This question could also come up in an interview.

Examples of words you could use.....

Able

Capable

Confident

Conscientious

Consistent

Determined

Diligent

Dynamic

Effective

Efficient

Energetic

Enterprising

Enthusiastic

Hard-working

Industrious

Loyal

Methodical

Motivated

Organised

Passionate

Persistent

Positive

Professional

Proficient

Reliable

Self-starter

Strong

Successful

Team player

Trustworthy

Vibrant

You can use these positive words throughout your CV

What a CV should look like.....

Your
name at
the top

A summary
of you as
the first
section

Millie Jones
1234 Main Road, Taunton, TA1 3PG
milliejones101@btc.ac.uk | 07654 321 098

Personal Profile

A highly motivated and determined individual, pursuing a career in business. I enjoy engaging in opportunities to help others, meet new people and to enhance my skills, and have worked successfully in teams throughout my retail role, sports and Duke Edinburgh. I have been able to develop my social media skills through managing the Facebook and Instagram accounts for my netball team.

Education

Bridgwater & Taunton College, Sept 2019 – present
Business and Events Management Extended Certificate Level 2

- Enterprise in the Business World
- Principles of Marketing
- Finance for Business
- Promoting a Brand
- Visual Merchandising
- Principles and Marketing
- Business Online

Haygrove School, Sept 2014 - Jul 2019

- 10 GCSEs - Grades 7-4 including Maths and English

Employment History

Carphone Warehouse, Customer Service Assistant, Sept 2019 – present

- Proficient handling of customer queries and the provision of suitable solutions.
- Ensuring my understanding of the latest technologies.
- Maintaining the presentation of the store.

British Red Cross, Volunteer, May 2019 – Sept 2019

- Marshaling at charity events
- Fundraising – Door-to-door, street and events
- Encouraging others to become a volunteer

Skills Profile

- Strong communication skills: able to convey information and share ideas in a timely and professional manner, this skill has been essential when communicating with customers during my retail position.
- Team working: a very capable team player, I enjoy working with and helping others, and I am confident of my ability motivate.
- Problem solving: enjoy using my initiative and creativity to address challenges both at work and at College. I like to show my independence but I also know when to ask for help.
- IT: MS Office - Regular user of Excel, Word & PowerPoint, confident with social media platforms Twitter & Instagram

Achievements & Positions of Responsibility

Student Ambassador: welcoming new students to the College, assisting with the College Induction days, helping out at open evenings.

Duke of Edinburgh: achieved the Bronze award.

Interests

Netball team: I have played league netball for several years, making it to Vice Captain of the team. I have been heavily involved in planning events, fund raising and managing the social media for the team.

References – available upon request

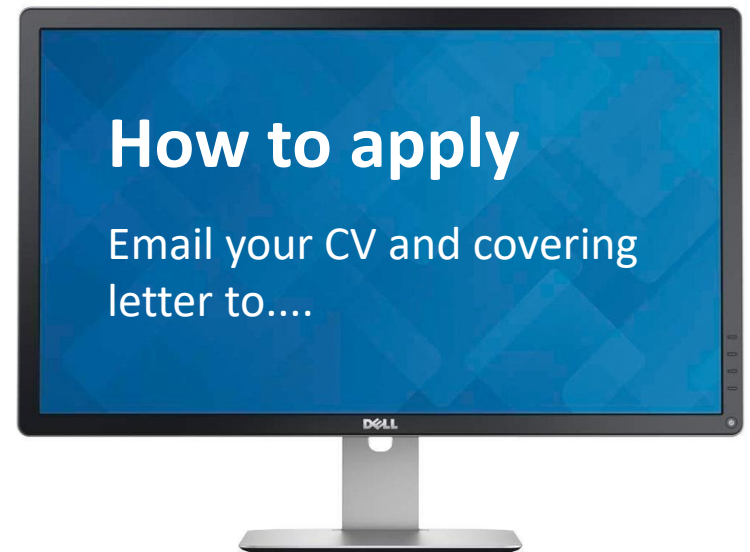
Clearly
defined
sections

Displayed
over 2
pages
max

Some typical application processes...

- CV only
- CV & covering letter
- Application form (online)
- Application form & CV


Sometimes, employers will also ask you to provide a portfolio e.g. examples of your work.



What to Include in Your CV

The Essential Information

- 1) Name & contact details
- 2) Education & qualifications
- 3) Employment History / Work Experience
- 4) Skills
- 5) References



These will be the
section headings

We'll look at this section
by section

Contact Details

Add: your name, address, telephone number and email

Name: the title of the page, big font

Contact details: clear but compact

Email & Voicemail: professional

LinkedIn: add the web link to your profile
(if you have an account and use it)

Example

Abdur Rahman

1234 Basundhara, Dhaka

Rahman@aiub.edu

07654 321 098

Education

Add: course titles & qualifications, place of study, dates, results/grades

Order: most recent first

Grades: add if they are passes

Modules: add relevant only

Summarise GCSEs: e.g. 8 GCSEs
Grades 4-9 (Math 4, English 6)

Example

Education

- Bachelor of [Your Degree]
[University Name], [City]
Graduation Date: [Month, Year]
CGPA: [Your CGPA]

Employment History

Add: company, job title, dates, duties/responsibilities

Order: most recent first

Impress: sell your responsibilities

Presentation: bullet points, avoid paragraphs, use consistent tenses

Highlight: emphasise key achievements e.g. promotion, extra responsibility

Example

Employment History

Carphone Warehouse, Customer Service Assistant, Sept 2019 – present

- Proficient handling of customer queries and the provision of suitable solutions.
- Ensuring my understanding of the latest technologies.
- Maintaining the presentation of the store.

Skills

Add: soft skills, languages and technical skills

Self assessment: think about the skills/ strengths you have to offer, ask a friend/ parent to help.

Length: approx. 5 skills

Selection: think about the type of role you are applying for, be relevant.

Sell: elaborate, support with examples.

Example

Skills Profile

soft skills



- Strong communication skills: able to convey information and share ideas in a timely and professional manner, this skill has been essential when communicating with customers during my retail positions.

.....and this is how you could include your IT skills

IT: MS Office - Regular user of Excel, Word & PowerPoint, confident with social media platforms Twitter & Instagram

References

You can add the details of preferably two referees here or simply state "available upon request"

Always ask your referees' consent before you add their details, or give them to an employer.

If you are going to add the details on your CV, include the following: name, job title, company, email & tel no.

The Extra Selling Points

Desirable Information

- 1) Personal Profile/Summary
- 2) Volunteering
- 3) Achievements & Positions of Responsibility
- 4) Projects
- 5) Interests

Personal Profile

Add: a brief overview of your core strengths & experience. Think of this as a summary of your CV.

Content: summarise you in a couple of sentences. Make an impact, make the reader want to read on.

Unique to you: avoid generic content e.g. hard working, reliable etc

Volunteering

Volunteering shows you in a really positive light, always add this to your CV.

Add: opportunities you have engaged with, where you didn't get paid.

Sell: be proud of your engagement, sell your responsibilities

Presentation: this can have its own section or you can combine it with your Employment History

Achievements & Positions of Responsibility

Don't undersell yourself, achievements are a really important part of your CV.

Add: examples that add value and demonstrate your skills, experience, and engagement.

Examples: certificates, awards, competitions, Youth Project, entrepreneurial activity, extra responsibilities e.g. Student Ambassador.

Projects

Add: examples of where/how you have applied your skills for a specific task/challenge.

Sell: showcase your skills & experiences e.g. a extra responsibility you took on at work for a period of time, a project within a College/School module, or a fund raising project.

Use a range: education, employment, personal life.

Interests

Add: your spare time & extra-curricular activities

Add value: things of interest that show a positive side to you, and could provide a talking point.

Examples: activities, but also interests e.g. politics, technology, fashion.
Avoid: "socialising with friends"!

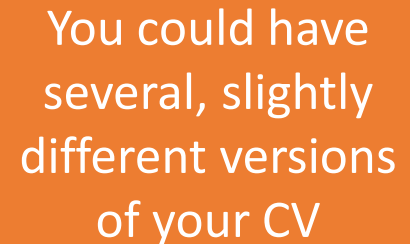
Presenting Your CV

- **1-2 pages:** Ideally 2 pages, try & fill the page, avoid large areas of blank space - use columns instead of long lists. If you can't fill 2 pages, reduce to one.
- **Ordering:** Add the most important info on the front page.
- **Consistency:** font type, size, line spacing, language.
- **Formatting:** Emphasis text/headings, use professional alignment - tabs – NOT the space bar – show off your Word skills.

Top tip: Tailoring your CV

Tailor your CV to the type of job you are applying for, in particular, the following sections:

- Personal Profile
- Skills
- Job role responsibilities
- Projects
- Interests

An orange rectangular sticky note with a folded bottom-right corner, containing white text.

You could have
several, slightly
different versions
of your CV

Sell Yourself

- Responsibilities: Expand upon your work responsibilities
- Achievements: be proud!
- Convince: Add adjectives to describe your skills/competencies e.g. excellent, competent, proficient, confident etc.
- Measurable: add quantifiable info e.g. fund raising - how much? Social media - how many followers?
- Language: be professional, confident and positive!

Things to Avoid

- Curriculum Vitae at the top: Instead add your name at the top, we know it's a CV.
- Your photo: this is not required.
- Waffling: you could have only 30 seconds to impress, be concise!
- Discrimination: Info that does not promote equal opportunities e.g. race, gender, religion, age, nationality.
- Mistakes: Spelling & grammar errors.