

## Activity 9. CV Evaluation

You have been provided with CVs from Gillian Goodwin and Peter Rogers-Smyth. You should consider the content, format and layout of these and decide what changes, if any, should be made. It was stated that applicants applying for the vacancies should submit their CVs by email. A copy of the emails Gillian and Peter used to accompany their CV is also provided. In evaluating the CVs consider the following:

- Are the CVs clear and easy to read? Would a harassed Recruitment Consultant/HR person be able to scan the content easily and find enough information to recommend an interview?
- Is all of the essential information included?
- Is there any non-essential information included that could be removed?

Make a list of the recommended changes. As you have never met Gillian or Peter, what first impressions do you have about them by reading their CVs? Remember, when you are making applications, the recruiters will not have met you either, so their first impression will be formed in the same way.

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**Name** Gillian Gail Goodwin

**Address** 84 St Pauls Road

Hepplesworth

Nottingham

NU4 1ZX

**Nationality** British

**Date of birth** 8<sup>th</sup> October 1982

**Home Tel:** 01745 78650910

**Mobile:** 09087 23907843

**Driving Licence** Full and clean

**Email add:** g.g.goodwin@nowmail.co.uk

### **Schools attended**

Burlington Comprehensive, Hepplesworth 1993-1998

Hepplesworth Colledge, Hepplesworth 1998-2000

University of Oldport, Wales 2000-2003

### **Education**

8 GCSE's

3 A levels

Degree Medical physics 2.ii

### **Skills development**

When I was doing my degree I did two presentations. The first one was not as good as the second one. My tutor said he really liked the second one that I did and remarked on how good he thought the pictures were that I had used. Although I only gave just two presentations I am sure with practice I would really improve and I would enjoy the chance to do more. I did do some group work and although our results were totally wrong! I did enjoy working as part of a team as it was a really good laugh. Problem solving is not really my strong point and I would prefer a job that allowed me to work in a non problematic area. I feel I am a

*good 'people person' as I got on well with all my course mates during my degree. I would ideally like to do work that was office based as I did not enjoy doing practical work during my degree. I feel I have a great deal to offer my new employer and am very enthusiastic about starting a full time job.*

***Work Experience***

*I do not have any relevant work experience related to the sorts of areas I want to go into. I have worked in McCrowls fast food restaurant and also serving ice creams on the beach during the summer months.*

**Other Qualifications**

*None*

***Hobbies and interests***

*I have a wide variety of hobbies that I enjoy and keep me very busy.*

***Referees***

*Dr peter Michel*

*Oldport University*

*Wales, WS6 8QT*

*Simone Philips*

*Oldport University*

*Wales, WS6 8QT*

To: s.r.walker@smithbasil.org.co.uk

From: g.g.goodwin@nowmail.co.uk

I want to apply for the job you have advertised, CV is attached.

Gillian Goodwin

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Peter Rogers-Smyth  
47 Tea Street, Glasgow, GU12 4AZ  
email: rogers-smyth@coolmail.com Telephone: 01897 45671289 Mobile  
07809 86754012

I am a science graduate with strong team skills and work well with others. I have good organisational skills and have given lots of presentations. I feel I am able to work on my own initiative (when given the opportunity) and would like a job that allowed me to travel regularly on works time.

### Education

GCSE English	Language	B	
GCSE Maths		C	
GCSE History			E
GCSE Science		A	
GCSE Art & Design			E
GCSE IT		D	
GCSE French			C
GCSE English Literature		C	
GCSE Geography		E	
GCSE German		E	
A level	General Studies		A
A level	Biology		C
A level	Chemistry		C
A level	Physics		D

BSc (Hons) Chemistry 2.ii  
Communication skills

I have given a lot of presentations when I was doing my degree. I enjoyed doing these and look forward to doing more.

### Team Working

Worked as part of a team, was usually able to establish myself as the team leader in most cases.

### Organisation

I am very organised and am able to organise others.

### Work history

I have done lots of summer jobs and part time jobs since I was sixteen.

### Hobbies

I enjoy going to the pub with my mates, going to clubs and watching videos and reading. I am also a lapsed bridge player.

### Referees

Prof Ashworth	Dr Linner
University of Deanbridge	University of Deanbridge

To: s.r.walker@smithbasil.org.co.uk

From: rogers-smyth@coolmail.com

Hiya Steve

I am applying 4 the job advertizd on the scientist weekly. I feel I have lots to offer your company as I know u will find out at interview. I am currently busy with lots of interviews and other offers but can probably fit you in next week sometime

Cheers then

Pete