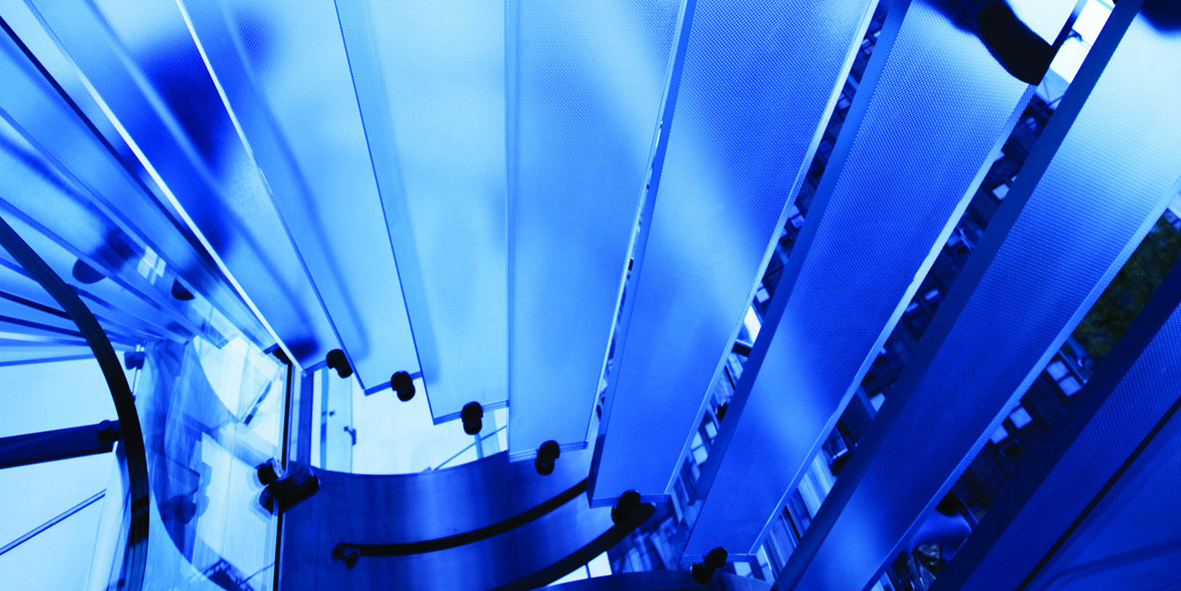


CV Skills

Course Manual







**CV Skills**

**Today’s Objectives**

* Demonstrate the importance of knowing your key skills, strengths and achievements.
* Consider what goes in your CV.
* Look at how to make the most of your personal profile.
* Explore different CV formats.
* Examine the level of role information to include in your CV.
* Show the importance of including a cover letter/email with your CV.

**Preparing your CV**

The first thing to think about is how to promote yourself. A good way of doing this is to consider your key skills, strengths and achievements.

* Skills are abilities we tend to acquire over time.
* Strengths tend to be regarded as characteristics or behavioural traits.
* Achievements are tasks/results that you are proud of. They can be one-off events, or consistent over a period of time.

**Key skills in used in current/previous roles**

|  |  |
| --- | --- |
| **Job Role** | **Key Skills** |
|  |  |

**Key strengths used in current/previous roles**

|  |  |
| --- | --- |
| **Job Role** | **Key Strengths** |
|  |  |

**Your achievements**

|  |  |  |  |
| --- | --- | --- | --- |
| **Job/Role** | **What you did** | **What skills and strengths**  **you used** | **Your results** |
|  |  |  |  |

**Preparing your CV**

Your CV’s purpose is to get an interview. Recruiters often look at CVs briefly, so it is important to make your CV short and punchy, emphasising relevant and recent information.

**CV content**

**What will you include?**

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**Include the following:**

**Contact details**

First name, surname, postal & email address, phone number, LinkedIn profile.

**Personal profile**

A short personal statement that ‘sells’ you to the recruiter.

**Employment**

A record of your employers, job titles, dates of employment and brief description of role(s).

**Achievements**

Your results and the skills and strengths you used to achieve them.

**Qualifications**

Emphasise your qualifications most relevant to the job you are applying for.

**Education**

A brief summary, with more detail if you are under 25.

**Training**

Show how you have used any training you have undertaken.

**Interests**

A brief description of up to three interests

**CV mistakes**

Consider some of the mistakes you’ve seen on CVs and list them below.

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**Common CV mistakes**

* Poorly typed or written
* Too long – ideally make it 2 pages
* Too much detail
* Not enough detail
* Incorrect email/phone number
* ‘Funny’ email addresses
* No achievements or results – the reader asks, ‘so what?’
* Not pitched at the job/company/sector
* Poor grammar/spelling
* Gaps in dates, which may raise unhelpful questions
* Irrelevant information
* Too much jargon specific to current/previous jobs
* Extreme typefaces or visual effects
* Including a photograph

**Personal profile**

A personal profile a paragraph which summarises your personal qualities. It is a great way of adding instant impact to your CV and it encourages a prospective employer to keep reading it.

Here are some examples:

‘A reliable, punctual delivery driver with more than 5 years’ experience and an exemplary safety record. Deliveries are consistently on time and in good condition. An excellent company representative.’

‘A dedicated person with a proven track record of achievement in a competitive market. Personal strengths include flexibility, commitment and proven ability in exceeding company targets.’

‘A hard-working, reliable person with proven skills and experience working in the retail & warehouse environments. Excellent communication skills and attendance record, with the ability to meet targets and train staff.’

‘A dedicated manager with proven people skills, with the ability to consistently motivate staff to achieve high standards of customer care and performance. Exceeded all targets in the last three years,’

**My personal profile**

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**CV layouts**

**Chronological**

The most common layout. Tends to be used when applying for a position in a similar field/role.

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| **Personal details**  **Profile**  **Employment history** (current/last role, then backwards)  **Achievements in each role** (skills used and results)  **Qualifications/Memberships**  **Training**  **Education**  **Hobbies/interests** |

**Functional**

This is a useful layout when looking to focus on specific achievements and skills or looking to change career.

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| **Personal details**  **Profile**  **Key skills & achievements**  **Employment history** (outline)  **Qualifications/Memberships**  **Training**  **Education**  **Hobbies/interests** |

**Self-employed/interim**

This style is useful when seeking contract work or going self-employed. This layout emphasises successful projects and/assignments rather than conventional employment.

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| **Personal details**  **Profile**  **Recent clients**  **Key assignments undertaken**  **Qualifications/Memberships**  **Training**  **Education**  **Hobbies/interests** |

**Sample CVs**

**David Dennis**

**54 Short Street, Mytown, XP9 8JQ**

**daviddennis543@gmail.com 07957 687493**

**www.linkedin.com/in/david-dennis**

An experienced Warehouse Operative offering a wide range of transferable skills. Proven track record in prioritising workload according to deadlines and requirements. A flexible, reliable and adaptable team member

#### **Employment**

**Senior Production Operator, Enerfree UK May 2014 - October 2020**

* Operated counterbalance forklift on a daily basis. Moved finished products from production area to dispatch. Adhered to safety regulations, speed restrictions and all operational procedures, which ensured safety of staff and products.
* Operated moulding machine safely and accurately. Complied with operational guidelines and handled all products appropriately, which reduced risk of accidents and maintained quality of goods produced.
* Carefully followed company health and safety guidelines. Maintained a tidy and safe working environment and kept surfaces and footways clear to reduce risk of fire or accident.
* Trained new staff on a variety of production procedures. Gave practical demonstrations and utilised training manuals and checked individuals’ understanding. This ensured that all trained staff worked to company standards and operated equipment safely and effectively.
* Assisted management with the implementation of new and updated company policies. Attended training courses and managed the company’s training diary. This ensured that all staff were aware of company policies and standards.
* Planned and defined production workflow, which guaranteed adherence to production, safety and schedule requirements.

**Warehouse and Production Operative, Bloomroot Engineering June 2008 – April 2014**

* Operated production machinery safely and accurately.
* Drove counterbalance forklift, moved goods from production areas to warehouse and dispatch as required.
* Delivered products from warehouse to customers throughout Scotland.
* Followed company health and safety regulations with care and attention.
* Supported colleagues during periods of operational change and intense pressure.

#### **Training and Qualifications**

* Counterbalance forklift licence
* NVQ Level 1 in Production Processes
* 5 ‘O’ Grades, including Maths
* Full, clean driving licence

#### **Interests**

* DIY, Gardening, Football and Cycling

**Sophie McArthur**

**52 My Avenue, Thistown, Threeshire, WX59 9XW**

**smcarthur123@gmail.com 07975 777444**

**www.linkedin.com/in/sophie-mcarthur**

A recent graduate with employment and voluntary experience, I have skills and attributes to offer the business world including leadership, analytical thinking, problem solving, team working and communication. I am keen to learn on a graduate programme and to make a contribution to the organisation.

#### **Education**

**University of Portsmouth (2017-2020)**

BA Archaeology 2:1

**Thistown School (2010-2017)**

A-levels: history, English, French. Geography

10 GCSEs including maths

#### **Skills**

**Working in a team**

* Staff member at Costa fulfilling orders and providing excellent customer service
* Project assistant for Dig South collaborating with the project team to plan Summer Dig events and ensure each day ran smoothly
* Committee member of university Archaeology Society, devising and facilitating annual programme of events and talks
* Editing and publishing newsletter for South Branch of Council for British Archaeology

**Organisation**

* Successfully combining study, part-time work, volunteering and extra-curricular activities
* Coordinating well-received archaeological events for Dig South and the university Archaeological Society. Summer Dig participants commented, 'What a well-organised day. It rekindled my interest in archaeology'. 'It was so exciting finding real pieces of ancient pottery'. 'Sophie showed me how to interpret and care for the pottery we found'

**Negotiation**

* As staff student liaison for my course year I negotiated changes to the seminar timetable to enable better use of available rooms and IT
* As chair of the university Archaeological Society I negotiated event programmes with colleagues and staff, booking speakers, agreeing terms and negotiating budgets

**Written communication**

* Writing articles for non-archaeologists for local Archaeology Branch newsletter
* Report writing as project assistant to Dig South Summer Digs
* For my university course, producing essays, reports, seminar papers to strict guidelines

**Verbal communication**

* Dealing with customers at Costa, including complaints referred by junior staff, as well as communicating with staff and managers
* On my university course, creating and giving presentations to large and small groups, some on my own and others with fellow students
* As project assistant to Dig South, briefing participants on Summer Dig event, including health and safety inductions
* As chair of the university Archaeological Society, introducing speakers, leading panel discussions and chairing question sessions

**Leadership**

* Shift leader at Costa, responsible for rotas, customer experience and training new staff
* Chair of university Archaeology Society, leading committee meetings and taking a strategic lead
* Responsible for groups of adults and children

**Analytical thinking**

* Applying theoretical and scientific principles and concepts
* Applying statistical and numerical techniques to process data
* Interpretation of spatial data
* Form structured arguments supported by evidence

**IT skills**

* Competent user of Microsoft Office applications including Word, Excel, Outlook, PowerPoint
* Knowledge of bespoke packages, statistical analysis and modelling tools

#### **Employment**

**Shift leader, Costa Portsmouth (2017-2020)**

* Organising staff rotas to ensure adequate cover for each shift
* Supervising staff and maintaining health and safety and food hygiene standards
* Working as a member of the team to provide great customer service
* Upselling and cross-selling to maximise revenue and meet branch targets

**Project assistant, Dig South (2017-2019)**

* Working with other project assistants to plan, book and coordinate Dig South's programme of Summer Dig events for members of the public and school groups
* Facilitating each event, ensuring health and safety and dealing with problems and issues as they arise, referring to project leader as necessary
* Giving talks to event participants, demonstrating archaeological techniques and handling finds

#### **Volunteering**

* Chair of University Archaeology Society
* Staff student liaison for my course
* Newsletter Editor for South Branch of Council for British Archaeology

**Cover letters and emails**

It is good practice to send out a customised, short cover letter/email with each CV you send. The letter or email should consist of no more than three paragraphs:

* State the reason for your application
* Sell yourself by linking your strengths and skills to the job
* Request an interview or meeting
* Letters should be typed on white A4 paper
* Address it specifically by name, sign it ‘Yours sincerely’ and put your contact details after your signature

**Sample cover letter**

Mr. D. Dennis

Address 1

Address 2

Postcode

Mr. P. Paterson

Company name

Address

Postcode

Date

Dear Mr Paterson

I have attached my application for the position of Warehouse Operative as advertised in the Glasgow Evening Times on June 29th.

With a current forklift licence, over 5 years’ experience within warehouse roles including the accurate logging of goods in/out on various databases and experience of 24-hour shift work, I feel my skills and experience are ideally matched to your needs.

I am available for interview at your earliest convenience and look forward to hearing from you in the near future.

Yours sincerely

David Dennis

Mob: 07771 456397

**CV summary**

* Taking the time to complete your CV carefully will pay dividends later
* Your CV is one of the most important parts of your job search
* Your CV is a brochure designed to get you an interview
* Target your CV specifically at the job/field you are applying for
* Complete your CV honestly and concisely, with emphasis on achievements
* Make sure your CV looks professional
* Always send a suitable cover letter/email with your CV
* Review and update your CV regularly
* Make sure your LinkedIn and other social media profiles are consistent with your CV. Many employers check candidates out on social media prior to interview.

Personal action plan

**How do you feel about putting together your CV now?**

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**What three things do you most want to use from this course?**

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**What’s the first thing you’re going to do?**

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