

The following leaflets, available from the Careers Centre, may also be of use:-

- Action Words
- Creative Job Hunting
- First Interviews
- Covering Letters

Video - Looking Good on Paper

There is a video available for viewing in the Careers Centre which is designed to help with all written applications (CVs, application forms and covering letters) and which is highly recommended.

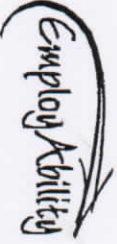
Careers on the Web

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CAREERNET

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Incorporating the student employment service



08/03

your

CV



careers centre



A CV is:

- a response to a job advertisement which asks for CV or for applications in writing (when it will accompany a handwritten letter).
- used, with a covering letter, to make a speculative application
- a useful thing to have 'just in case', eg "to hand to contacts who might help" (see the Creative Job Hunting leaflet).

A CV is **NOT**:

- used when an employer's application form is provided.
- normally sufficient on its own. You will also need a covering letter. (See the separate Covering Letter leaflet.)

The Advantages of a CV

- you can tell a potential employer what you want them to know and what you think will get you a job, unlike an application form where you have to answer the questions even if they seem irrelevant.
- you can target your language and content to the type of work.
- you can use a visual style relevant to the work, eg: creative appearance for media jobs.

TYPES OF CVs

There are two main styles - chronological and functional

- **Chronological**
The commonest variety. States the facts about your education, experience and other activities in date order, usually with the most recent information first (see *presentation* below). A basic CV for a casual job may say little about your skills and qualities, but those intended to get you more demanding employment will need to be more descriptive.
- **Functional**
Selects the skills of particular value to the occupation sought and describes under each where you have used and developed these competencies. Factual details about education, employment and interests are kept to a minimum. More difficult to compose but can be very effective.

There are examples of simple and comprehensive chronological CVs and a functional CV at the end of this booklet.

Whichever type of CV you decide on there are general rules to follow.

Presentation

Length:

The golden rule should be that *layout and impact* take priority. A well spaced and attractively designed two page CV is better than one page of solid text. A short (one page) CV may be fine for speculative enquiries, vacation work or temping. Two pages are likely to be necessary in order to include all material relevant to a full job application. Only rarely should a CV be three or more sides. An exception might be if you want to attach a list of publications or the abstract of a research project for a research or academic post. These could form an appendix.

Order:

The conventional order is: personal details; education; work experience; interests; skills; referees. However, you are free to change this if your own life or the type of work fits another order eg; a mature applicant might prefer work experience before education. You can include other headings if you feel they are relevant eg: achievements, career aim, positions of responsibility. The choice is yours, but don't overdo it.

Appearance:

- Use a word processor with a laser or ink jet printer, or get someone to do it for you.
- White, good quality A4 paper is usual, but you might consider pale shades for some types of employment.
- A passport size photograph may be appropriate for some occupations.
- Avoid acres of either black type or white spaces. Ask yourself if it looks good and is easy to read. Some people like borders or lines between sections. Make your own decision.

Consistency:

Keep to the same verb tense throughout. Don't mix too many grammatical styles. Short sentences, phrases or bullet points are all OK. Aim to be clear and concise.

Repetition:

Do not repeat yourself. This is boring and a waste of paper! Find new things to say about similar jobs or use a statement such as 'during all my Christmas vacations I worked in a busy central post office on a wide range of duties related to the

seasonally increased volume of work.'

Type Style:

Avoid changes of font. Use different sizes, capitals and/or bold type for headings. Underlining is not fashionable.

CONTENT

Relevance:

If possible, the information most relevant to the job you seek should appear early on. Do not use valuable space telling the employer too much about your pre university education. How far back you go may depend on the qualifications needed for the job sought and your age.

Personal details:

Your name, address and telephone number and e-mail (if possible), are vital and should be prominent. After these, it really is up to you what you choose to divulge and what is relevant for the type of work you seek. As a general rule, keep this section to a minimum. If you feel your age could be a disadvantage you:

- might omit your date of birth completely
- could leave it until the end of your CV
- should make your maturity a plus factor see 'evidence' below

Comprehensive:

Include information which proves your talents. Be positive but brief. Be assertive but not brash about your achievements. Resist the temptation to reveal all, concentrate on relevant information and play down the rest.

Evidence:

Avoid empty phrases. Employers look for *proof*, so provide it by using appropriate examples, eg 'I organised ... and the result was ...' NOT 'I learned organisational skills!' Tell the truth, you will be expected to live up to your claims if you are appointed.

Referees:

- Two is the usual number. Ideally one academic and one work referee. You may sometimes be asked for three, in which case a personal referee is fine.
- Ask your referees for permission to use their name. Give them a copy of your CV. It will help them write relevant information.
- Remember to give job title and telephone number of all referees, e-mail too if you can.

- May be omitted from CVs used for speculative applications when a statement such as 'references available on request' will suffice.
- Do not include written references (testimonials) unless asked for them, except in exceptional circumstances, eg one of your normal referees being unavailable.

Other hints:

Collect all the information before you start your first draft and check the dates. It is very easy to make mistakes. Ask yourself what the 'pay-off' is for each line. If it isn't obvious, why are you including it? Either remove it or clarify it to make your skills or relevant experience absolutely clear.

FINALLY

There are examples of different styles of CVs on the following pages. **DO NOT FOLLOW THEM SLAVISHLY**, they are for guidance only. Ours are fairly conventional, yours might be more imaginative!

Remember

- Give yourself plenty of time, it will take you longer than you think to write a successful CV.
- Your CV is your marketing document. It needs to stand out from those of others with similar qualifications.
- Are your key selling points obvious? Are they relevant to the jobs for which you are applying?
- Get your draft CV checked by a careers adviser if you want a second opinion. You do not need an appointment for a ten minute discussion with a duty adviser.
- If your CV doesn't work. Try to analyse the possible reasons then change it. You might need two or three CVs of different styles if you have a number of career aims.
- Check spelling carefully and don't rely on computer spell checkers. They don't pick up 'licence' when spell wrongly as a noun.

Further Reading

The excellent book "How to write a Curriculum Vitae" gives much more information about different styles of CV. Ask at the enquiry desk.

A collection of good specimen CVs written by UEA students can be seen in the vacancies section of the careers information room in the file labelled "Job Seeking and Applications".

Frances Kirkpatrick

PERSONAL DETAILS

Address: 27 Browning Road, Colishall, Norfolk NR13 2AB
 Telephone: 01234 777912 Mobile: 07932 431276
 Date of Birth: 1 December 1982
 email: f.kirkpatrick@uea.ac.uk

EDUCATION

1999-2002 University of East Anglia, Norwich
 BSc (Hons) 2:1 Computing Science. Final year project on the use of computer graphics in the rehabilitation of brain damaged adults.
 Colishall High School, Norfolk
 1991-1998 GCE A levels Mathematics (A), Physics (C), Geography (B)
 1998 GCSEs Mathematics (A), English (A), Science (A), French (B),
 1996 Geography (B), History (C)

WORK EXPERIENCE

2002-2003 Year out travelling in Far East. Casual employment, fruit picking, waitress, child care.
 2001 Summer vacation work as temporary computer programmer, Eastern Double Glazing, Cromer.
 1999 and 2000 Summer vacation work at Red Coat, Bullas Holiday Camp, Skegness.
 1998-1999 Organised and ran children's activities.
 Trainee accounts assistant with Bernard Matthews PLC, Norfolk
 Maintained the management information system.

INTERESTS AND ACTIVITIES

University Rag committee member, fundraising. Occasional contributor to Concrete student newspaper.
 School Hockey - UEA team member and coach.
 Vice Captain, 1st Hockey XI
 Sixth form representative, staff/student committee.
 Other participated in mentoring scheme for school students

SKILLS

IT: competent use of all Microsoft Office programs
 stock control, purchase ledger and accounting software
 Full driving licence
 Current first aid certificate

A functional CV, highlighting relevant skills

Mark Matthews

21b Baker Street, Norwich NR1 1YZ
Tel: 01603 100897, mobile: 0779 369269
e-mail: m.matthews@uea.ac.uk

EDUCATION

2001-2004 University of East Anglia, Norwich: BSc 2: Environmental Science
Project: The effects of long term enrichment of water by sewage effluents on pollution in the River Yare.

SKILLS AND INTERESTS

Organising Supervised 20 staff on textile factory production line for eight years, promoted to shift manager and then to training coordinator.
Scientific Monitored nesting habits of grebe over five years. As an RSPB volunteer produced report and published findings in an article in 'Bird' magazine. Developed research skills during degree course including field surveys and laboratory analysis.
Teaching Coordinated successful environmental awareness campaign in six primary schools, devised and ran competitions, raised funds to provide materials and prizes.
Creative Designed a new display for UEA Environmental Society, helped produce publicity material, succeeding in doubling membership in two years.
Practical Trained as a motor mechanic. Able to maintain and repair and a wide range of machinery. Currently restoring a fairground organ
Computer literate - good wordprocessing skills and knowledge of spreadsheet and statistical packages. Full driving licence.

WORK EXPERIENCE

1993-2001 Jacquard, Leicester: textile production operative
1988-1993 Hampshire Motors, Leicester: motor mechanic/foreman
1984-1988 Careful Car Company, Nottingham: trainee motor mechanic

Date of Birth: 30 April 1968

Nationality: British

REFEREES:

Dr J Smith
School of Environmental Sciences
University of East Anglia
Norwich NR4 7U
Tel: 01603 456161
e-mail: j.z.smith@uea.ac.uk

Mr P Hughes
RSPB Regional Co-ordinator
2 Yarmouth Road
Norwich NR1 4EZ
Tel: 01603 422914

A one page, skills focussed detailed chronological CV

SUSAN SMITH

21 Church Lane, Earham, Norwich NR4 7TU email: susan.smith@uea.ac.uk
tel: 01603 123456 mobile: 07932 743123
Date of Birth: 1 April 1980

A final year undergraduate seeking a post in retail management where I can develop the skills from my course and work experience in a customer-focused, business environment.

EDUCATION

University of East Anglia, Norwich 2000-2003
Economics (major) and history (minor) to be taken in summer 2003. Anticipate 2(1) degree. Project: the impact of economic recession on the retail trade in Britain 1950 to date.
Smithtown High School, Coventry 1991-1998

GCE A-levels: mathematics B, economics B, history D

GCSE: 7 passes at C and above, including English and French

WORK EXPERIENCE

J Sainsbury PLC, Coventry: Summer and Christmas Vacations 2001, 2002
Temporary cashier and stock assistant: stuffed busy checkout; dealt with customer enquiries; trained new temporary staff; processed stock orders; monitored stock flow.
BHS, Birmingham: September 1998-July 2000
Sales Assistant: promoted to second in charge of children's wear after 12 months; launched new range of teenage clothes; achieved initial target sales in ten months; recommended and implemented new departmental layout.
Temporary employment:
bar work in busy city centre pub; waitress in hotel specialising in business functions; occasional clerical and bookkeeping work in parents' business.

OTHER SKILLS

IT: competent use of all Microsoft Office programs
Full driving licence
Basic spoken French and Italian

INTERESTS AND ACHIEVEMENTS

University:
debating-member of intercollegiate team placed runner up in 2001
participated in mentoring scheme for local school pupils
journalism - regular contributor to arts pages of Concrete, UEA's award-winning student newspaper
netball - occasional player in university women's team

Others:

elected deputy head girl by sixth form students and staff
deputy leader of the local cub scout pack
To relax I enjoy travelling, learning Italian and cooking Italian food.
References available on request.

Rachel Cooper

PERSONAL DETAILS

Full name: Rachel Bronwen Cooper Date of birth: 27 June 1982
Nationality: British
Permanent address: Term time address to 30 June 2004:

44 King Alfred Road
Winchester
Horns SO22 7LF
Tel: 01962 855329
email: RachelB.Cooper@btopenworld.com

Flat 4
17 Clarendon Road
Norwich NR2 7XJ
e-mail: r.b.cooper@uea.ac.uk
mobile: 0797 3894273

PROFILE

A final year modern languages undergraduate with a year's experience in the marketing department of a German bank. Adaptable, with good communication skills. Computer literate. Now seeking employment in a sales environment, preferably with an international trading organisation.

EDUCATION AND QUALIFICATIONS

2000-2004 **University of East Anglia, Norwich**

BA German language and linguistics with German history.

Courses include: German language and post-war history; Russian language; the European Community; Phonetics.

Year three of the course was spent in Cologne, Germany (see below).

Dissertation topic: 'The integration of immigrant workers from Southern and Eastern Europe into the German workforce'

- Interviewed immigrants and their families and employers/potential employers
- Analysed and evaluated the results

1998-2000

Westgate High School Sixth Form Centre, Winchester

A-levels: Geography(A) German(B) Economics(C)

1993-1998

North Wessex Comprehensive, Winchester

9 GCSE passes at grade C or above including English (A) French (A) Mathematics (B)

WORK EXPERIENCE

Academic year, 2000-2003

Office Clerk in the Marketing Department of AKB Privat- und Handelsbank, Cologne:

- drafted publicity material and reports, primarily in German
 - handled customer questions and complaints on telephone help line
 - used unfamiliar office technology successfully after minimum training
- Private English language tutor to two bank employees:
• devised individual learning programmes in business English

Summer Vacation, 2002

Leader on an International Work Camp in Southern France:

- organised a group of 16-18 year olds of four different nationalities
- trained and supervised junior camp assistants

Summer Vacations, 2000, 2001

Various temporary jobs as waitress and shop assistant:

- worked with customers, often under pressure
- handled cash and maintained daily sales records

ACTIVITIES AND RESPONSIBILITIES

At University: Treasurer of German Society (an active group with 80 members)

Member of University Hockey Club and social co-ordinator

Elected Student representative on School Board (departmental management committee) for two consecutive years.

Played tennis, badminton (school team) and hockey. Regular back-stage helper for drama and musical productions

OTHER SKILLS

Fluent written and spoken German; conversational French; basic written and spoken Russian
Computer literate (Microsoft Office)
Full driving licence

REFEREES

Dr Richard Sheppard (tutor)
School of Languages, Linguistics and Translation
University of East Anglia
Norwich NR4 7TJ
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email: r.sheppard@uea.ac.uk

Mr. Piers Hatch (solicitor and family friend)
52 The Close
Winchester
Horns SO21 4BJ
Tel: 01962 666112