

A decorative graphic consisting of several overlapping, three-dimensional teal ribbon-like shapes that form a horizontal band across the top of the slide.

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Your CV Your Way

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Why do you have CV?

- First and foremost, to get an interview

A CV can also:

- Enable you to network and market yourself
- Inform the interviewer and direct further questions to explore your experience and personality

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How should you deal with career breaks and career change?

- Focus on skills and competencies rather than roles
- A functional CV can be helpful

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What is a functional CV?

- Enables the combining of skills & experience from several jobs & volunteering under one heading
- A career break is less evident
- Highlights transferable skills rather than your previous roles, industry or specialism
- It enables more flexibility to tailor your CV to the role and may make it less likely to appear over-qualified
- Puts most important information near top of CV

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What should a CV look like?

- Clear and easy to read
- No errors – including typos and poor grammar
- Optimum length 2 pages
- Short and punchy sentences
- Uncluttered - plenty of 'white space'
- Modern type face – eg Calibri
- Save CV as pdf before sending

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What should be included in your CV?

- Profile
- Achievements
- Competencies & skills
- Experience from work (paid & voluntary)
- Relevant qualifications
- Languages spoken
- Hobbies & interests

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How can Resource help you develop your CV?

- Tools & Techniques for Today's Market seminar
- Making Your Application Stand Out seminar
- One to one meetings with your Advisor
- Helping you to find work experience/shadowing/volunteering opportunities

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Thank you

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