

Resource

A decorative graphic consisting of several overlapping, three-dimensional teal ribbons or bands that curve and twist across the top of the slide, partially obscuring the 'Resource' title.

The Ageless CV

Kim Maidment

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Why do we have CVs?

- To enable us to network and market ourselves
- To get an interview
- To help inform the interview and the questions asked

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What should a CV look like?

- Maximum of 2 pages
- Attractive and easy to read
- Not less than pt 11 or 12
- Plenty of 'white space'
- Modern type face e.g not Times New Roman!!
- No errors

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The Bad CV

Curriculum Vitae

Address: 10 High Street
London W1 3CV
Email: boozyfloozy@gmail.com

Name: Jane Cohen
Telephone: 07767 123 456

Age: 36
NI number: AB123456C

Personnel statement:

I really like working with animals and I am good at it. I want to get a job in an office either working with numbers or maybe a job with animals

St Andrews Primary School 1985 – 1987

St John's Junior School 1987 – 1991

St George's Senior School 1991 – 1996
GCSEs Maths B, English D, French C, Science D, Geography B, Computing B,

St Patricks Sixth Form College 1996 – 1998
Alevels in French, Biology and Geography

WORK EXPERIENCE

2000 – 2003 Iceland Foods

Position: Stacking shelves and operating tills

2004 – present Marks and Spencer
Position: Working on tills

2007 – present Local Accountants office
Position: Accounts assistant

Interests: I like shopping, reading and travelling
and also really enjoy sport.

Skills:

- French
- ❖ russian
- ❖ Computer skills

References available on request

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Do we want our CV to sell our age or what we have to offer?

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What can give away our age on our CV?

- Take two minutes to discuss with your neighbour(s)

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What can give away our age on our CV?

- Date of birth
- Titles & dates of education, qualifications, jobs
- Not achievement-focused
- Terminology we use
- Lack of social media
- Written in first person

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What should we include in our CVs?

- Profile
- Achievements
- Recent work history including skills & experience
- Relevant qualifications
- Languages spoken
- Voluntary work undertaken
- 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 with your Advisor
- Helping you to find work experience/shadowing/volunteering opportunities

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Thank you