

CREATE YOUR CV WITH EASE

Targeting your CV to the role you are applying for is essential to get to interview.

FOR OUR YOUNG PEOPLE
AT CHASING PROSPECTS



Scan for more information

It is essential that you adapt your CV. Each time you apply for a job you need to tweak it to fit that particular role.

- 1. Start with the person specification or job description, as this lists exactly what skills the employer is looking for. These are the criteria your CV will be assessed by.
- 2. Think of examples from your work, internships, volunteering, study, interests, travel or home life that prove you have these job requirements. Choose examples that show you using the skills in a way that is similar to how they would be used in the role.
- 3. Plan the sections you need in your CV, then decide on section titles and order.
- 4. Incorporate your skills into the most relevant section/s of your CV, remembering that unpaid activities (e.g. volunteering, involvement in clubs and societies) can be as valuable as paid work. What matters to employers is the skills you've developed. Make sure you've provided evidence for every job requirement.
- 5. Triple check ALL spelling and grammar and ask someone else to proofread the final draft. Many employers will regard even one error as an indication of poor motivation for the job and reject you on that basis.



CV Sections

1 Personal details

- Name, address, telephone number, email address
- You don't need to include your national insurance number, date of birth, marital status, race, religion/belief, sexual orientation or sex.
- Use professional sounding email, such as your full name, rather than a nickname. If necessary, set up a new account.

2 Personal profile

- You don't have a profile or career objective at the top of your CV. It's really a matter of personal preference. If you do decide to include one, make it specific and ensure any statements regarding your skills are complemented by concrete examples.

*** Most employers will expect the standard UK CV length of two pages.**

3 Education

- University education- include course title and qualification.
- If you are still at uni; include any relevant modules or dissertation title.
- A levels (or equivalent)
- Number of GCSEs (or equivalent)

4 Work experience

- Include both paid and voluntary work and any part-time work you've done.
- Feature skills that are most relevant to the job you are applying for. You can split this into two sections: 'Relevant work experience', outlining directly related experience and 'Other experience', listing everything else.
- Change the titles of these headings to reflect what's most important for the role, for example 'Research experience' or 'Communication experience'.
- Most recent/current employment first (unless building a skilled based CV).
- To include – dates, job title , company name.

5 Skills

- IT, language (including the level of competency) and any technical skills.

6 Position of responsibility

- This is optional: include it if you have any relevant responsibilities.

7 Interest/Hobbies

- List the skills acquired from leisure activities, club/society memberships, travel.
- Giving details will impress more than a vague statement, for example, 'compete in regular half marathons raising £1000 for cancer research last year' says more about you than simply 'Running'.

8 Skills

- IT, language (including the level of competency) and any technical skills.

A final checklist

1. Does it look professional and can reader find the information they need easily? Make your section headings stand out, using bold/or a larger font.
2. Present your information, such as date layout, in a consistent way.
3. Remember to use reverse chronological order in your education and experience sections.
4. Check for spelling and grammar errors. Don't rely on a computer spellchecker!
5. Beware of using too many visuals or too much colour, unless you are going for design -related roles. Remember, content is always key.
6. If you are sending out your CV speculatively, send it directly to the manager of the department you are interested in and not HR. If you know someone in the organisation find out if they will pass your CV to the relevant person.

A good CV should do the following:

- Your CV presents the first opportunity to get an employer's at
- It exists to progress you to interview
- You should think of it as a sales pitch with you as the product
- It should display your achievements and skills
- It's not your life story



How to tailor a CV

Press

A

Research

1. Understand what they are after:
 - Job description
 - Company website

Press

B

Read

2. Do some tweaking
 - Reflect what they are looking for in your CV

Press

C

Relevant

3. Include buzz words
 - Key words from job description
 - Relevant experience to prospective role

Free Job Resources

www.chasingprospects.com

<https://www.gov.uk/contact-jobcentre-plus>

<https://jobhelp.campaign.gov.uk/latest-jobs/>

<https://twitter.com/jcpinnthlondon?lang=en>

<https://twitter.com/jcpineastlondon?lang=en>

[https://twitter.com/jcpinwestlondon?
lang=en](https://twitter.com/jcpinwestlondon?lang=en)

