

Arnold Schwarzenegger

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Personal Statement

former body builder and action hero, currently looking for a role as a double agent for the right pay. Experienced in tracking down allies from the future and barbarian cult leaders.

has experience using Microsoft Excel, PowerPoint and

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James Bond

Intelligence Specialist / Security & Surveillance

M15 HQ, 12 Millbank
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EXPERIENCE

British Secret Service, London — *Intelligence Operative*

Jan 2001 - Present

Protecting the UK and her allies from nefarious masterminds from around the world.

Liaising with intelligence services around the world including the CIA, MI6, and the NSA.

Instrumental in foiling international terror attacks including the looting of Fort Knox and the destruction of the world by a mad scientist.

Royal Navy, Portsmouth, UK — *Commander*

Jan 1990 - Dec 2000

Special intelligence department of Royal Navy responsible for identifying threats to national security.

In charge of elite unit of highly trained operatives seeing action in various theatres from Russia and Soviet Union, Africa and Middle East.

SKILLS

Licensed to kill.

Multi lingual (German, Russian, French, Arabic, Spanish).

Helicopter Pilot Licence.

AWARDS

Black belt in four martial arts - gold

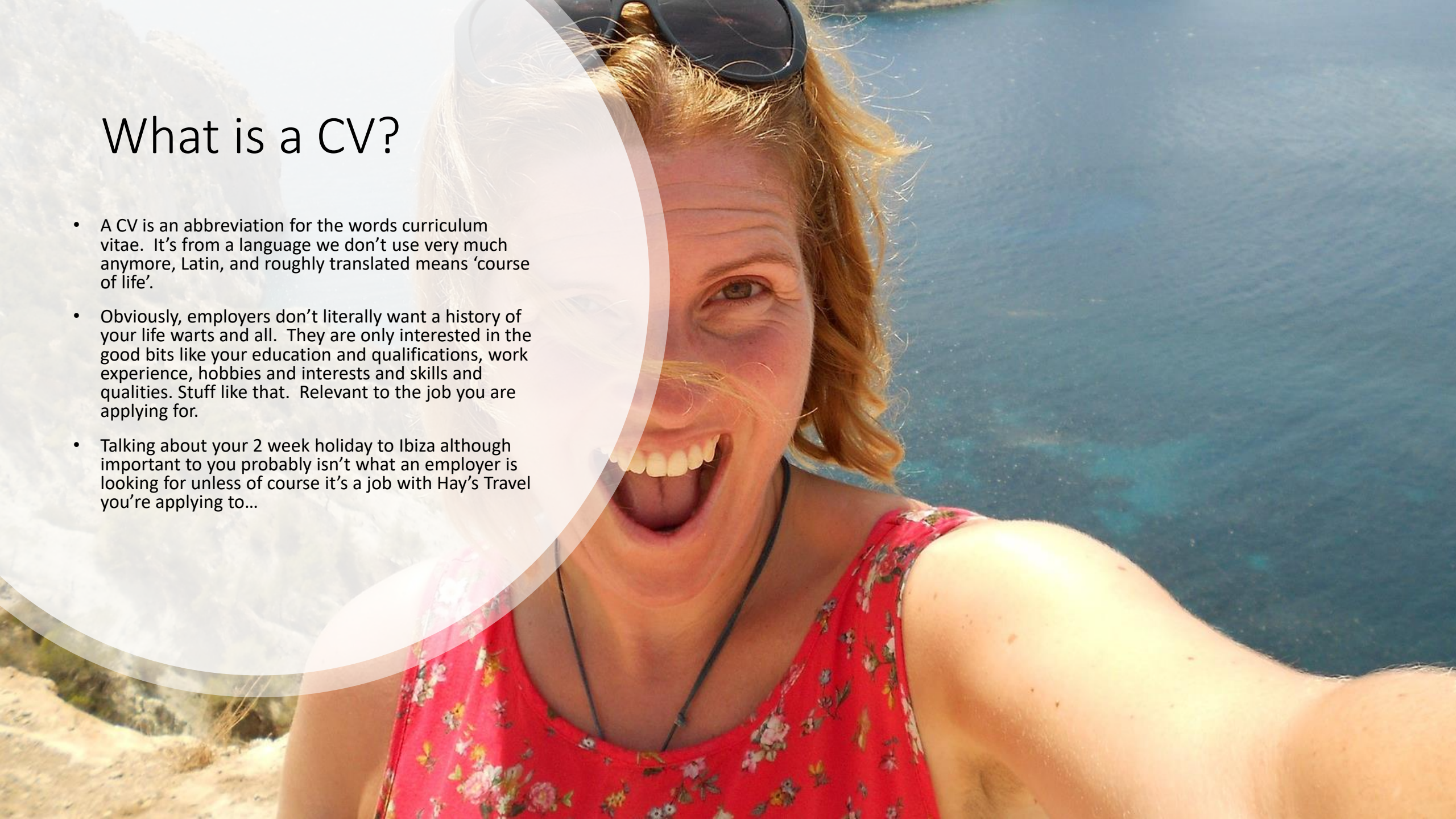
Downhill ski champion (Kitzbuhel Championships)

Writing a Cracking CV

How to stand out from the crowd and get that interview.

What is a CV?

- A CV is an abbreviation for the words curriculum vitae. It's from a language we don't use very much anymore, Latin, and roughly translated means 'course of life'.
- Obviously, employers don't literally want a history of your life warts and all. They are only interested in the good bits like your education and qualifications, work experience, hobbies and interests and skills and qualities. Stuff like that. Relevant to the job you are applying for.
- Talking about your 2 week holiday to Ibiza although important to you probably isn't what an employer is looking for unless of course it's a job with Hay's Travel you're applying to...





So What Are We Here For?

Hopefully by the end of this session you'll be much better placed to:

- Understand what goes into a CV
- Tease out your own skills and qualities (believe me, you have loads) and understand what employers want
- Begin to write your own CV and, if you're really good, finish one!

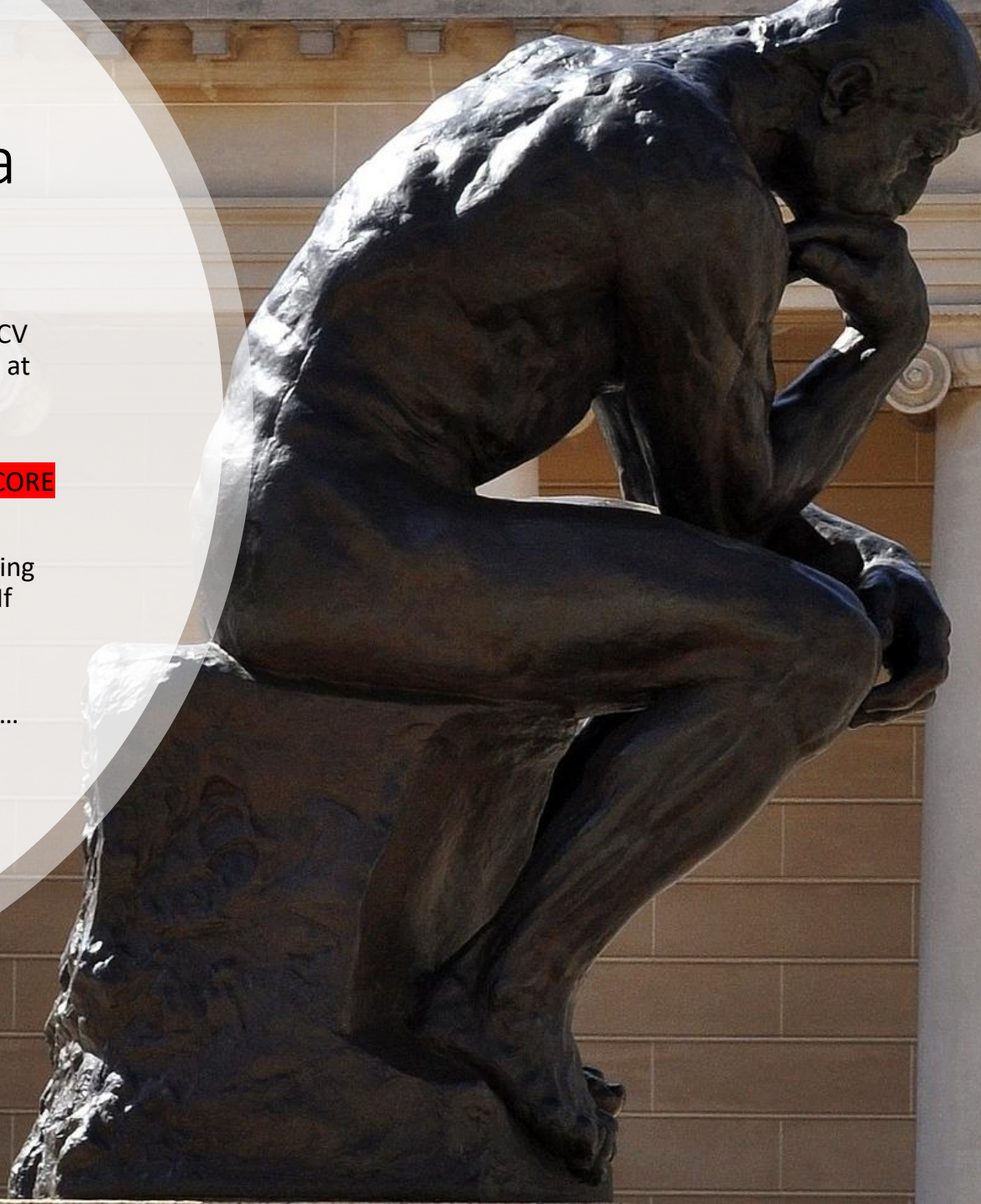
So What Goes Into a CV?

A bit later on I'll show you some examples of what a CV looks like and give you some links to websites to look at but the first part is easy...

All CVs, irrespective if you're applying for Richard Branson's or Bob the Builder's job include the same **CORE** information.

So, without cheating, spend the next 5 minutes thinking about what essential information has to go on a CV. If someone is with you chat it through with them or if you're alone jot a few ideas down.

I'll see you on the next slide when you've had a think...



Nuts and Bolts

So, what ideas have you come up with?

It's obvious really...

- Your name (duh)
- Postal address (yes, employers may still write to you in the old-fashioned way)
- Mobile and/or landline number (yours, not mum, dad's or anyone else's in the family, trust me I've been asked that before)
- Email Address (if your personal email address includes anything jokey or unprofessional in its title change it to something more seemly)
- If you have a provisional or full driver's licence (some people put this in the basic information at the beginning or include it in skills later on so it's up to you)



Bolts and Nuts (or what not to include)

Date of Birth, Gender or any other personal information. It's irrelevant at the moment. Employers DO ask for this information often but it's primarily connected to their own Equal Opportunities Policies, monitoring and being inclusive.



Maximum Two

Employers are very busy people. Although you may be comfortable writing a 1000 word assignment on the 19th Century Novel your future boss won't have the time (or even the inclination) to read it.

It needs to be punchy, succinct and limited to two sides of A4.

- Bullet
- Points
- Are
- Acceptable

Two-sided or on two separate sheets, it's up to you. But my preference is two pieces of A4 so the boss/manager/Head of Human Resources (HR) etc. get the full picture.



Why a CV?

- On the whole, larger companies have their own application forms that you'll need to fill in rather than drop off a CV. Make sure you check what the employer prefers.
- CVs are perfect for applying 'on spec' or speculatively as you can drop one off with a receptionist, customer services in a shop/supermarket etc.
- Even if an employer has their own application form they may ask for a CV too.
- Just spend a couple of minutes thinking about why an employer might like to see a CV even if they have their own application form...
- See you on the next slide

So Far So Good

- Many CVs focus on skills rather than qualifications or experience. At your age it's unlikely you will have more than two or three experiences of 'work' so it's important we look at the skills and qualities you have from other areas of your life.
- You're going to have to do a bit of work now rather than listen to me waffle on. So turn the page and get your thinking cap on...



Things That I Do

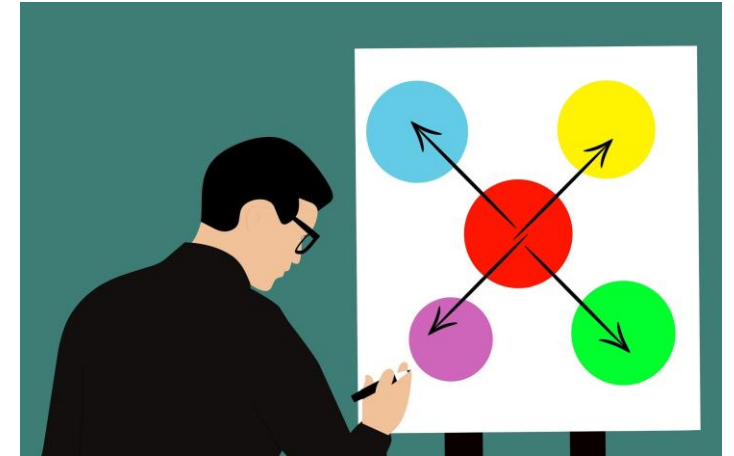
Using a pen and paper (marker/felt tips and A3 would be amazing but use whatever you can get access to) write down all the (appropriate) extra-curricular (not in lessons at school or college) activities you're involved in. These could be:

- Sport
- Hobbies and Interests
- Voluntary or Part-time Work
- Duke of Edinburgh Award

Skills

You might want to do a mind map for this bit or list words under headings but spend a good 10 minutes thinking about the skills you have acquired and write them down

Hint: it might help to speak to someone who knows you well or message a mate to help you



A man in a dark suit is seated at a piano, viewed from behind. The piano is dark-colored, and the man's hands are on the keys. The background is slightly blurred, showing some electronic equipment on a shelf.

Key Skills

Broadly, employers are looking for the same type of skill irrespective of which sector they are active in. These are: teamwork, communication, problem solving, leadership, perseverance/motivation/resilience.

Check out the links below to read in more detail about those all important skills.

<https://targetjobs.co.uk/careers-advice/career-planning/273051-the-top-10-skills-thatll-get-you-a-job-when-you-graduate>

<https://www.monster.co.uk/career-advice/article/what-skills-should-i-include-on-my-cv>

Focusing Those Skills



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Now that you've read about what employers want specifically I want you to return to your mind map/list.

For each of those key skills (team work etc.) come up with at least two examples for each from experiences you have had playing sport, taking part in a hobby or interest, work etc.

Make a note of these as you'll need them when we start writing your CV.

Note: they have to be genuine. Especially as an employer will have read your CV and if you have an interview later might ask you about it. No lying!

Putting It All Down

So far we've found out what we need to put on (or leave off) a CV. Obviously your education, predicted grades, any work experience you might have had and two references need including. That's the easy bit. By now hopefully you have a (long) list of skills and qualities to add to your CV that make our future employer unable to resist offering you a job.

So, let's write a CV! Double click on the Word Document on the next slide for an example.





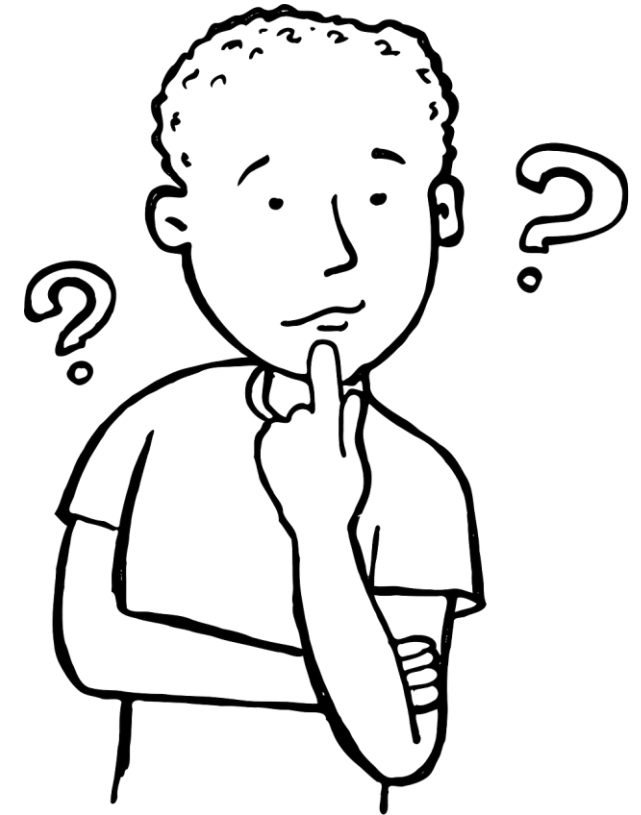
Document

Personal Preference

Feel free to use the CV on the previous slide as your own template. Alternatively you can create your own. There are loads of examples on the internet. Below are some useful links. Good luck!

<https://www.prospects.ac.uk/careers-advice/cvs-and-cover-letters/example-cvs>

<https://www.prospects.ac.uk/careers-advice/cvs-and-cover-letters/cover-letters>





You've Got It Covered

What is a 'covering letter'?

You might have seen this mentioned during your research. Basically it is a very short letter that accompanies your CV.

Employers sometimes ask for it and it can be a great way of saying something specific about the particular job you are applying for, explaining why you are applying or if you're sending a speculative CV letting the boss know why you're sending a CV in the first place.

You can handwrite it on decent paper (not a post-it note) but nowadays I think it's more professional to type it but use ink to sign it at the bottom.



One Last Thing...

Once you've created your own CV it is worth letting someone check it for spelling, grammar, flow etc. Spellchecker has it's limitations and if you're handing them out to impress, knowing the difference between there, their and they're can make all the difference...