



CV building tips

designing your cv

A CV presents your personal brand: who you are and why this employer should employ you.

Think **DIFFERENTIAL** – how will my CV stand out from the rest?

Think **CONCISE** – you want them to get to the end!

Think **SPECIFIC** – you want them to know your application has been custom-written for them.

layout and language

- Use headings and sub-headings, sparing use of bold font and a few bullet-points, avoiding dense text
Pick four to six accomplishments and enlarge, highlighting skills accrued
- Avoid generic statements that could apply to anyone

contact details and personal information

- No title is necessary (Resume/Curriculum Vitae)
- Unless specifically requested, don't include a photo
- Include an appropriate email address that includes your name
- Consider creating a LinkedIn profile and including a link
- On a UK CV you don't need to include your date of birth, nationality, full address or marital status
- Don't add +44 to your phone number if applying in the UK

personal profile

- Build your profile in response to the job description, for each point think why this employer will want you on their team
- This is your sales pitch; your 'personal brand' – don't be modest but only include things that add value and that you can expand on at interview
- Include an explanation of who you are, your main achievements, skills, qualities and experience from an academic, work/ministry and extra-curricular context
- Use your Workskills table to identify your top five credentials; weave them into a summary; include study and vocational achievements to highlight your potential value
- Write this section last, summarizing key skills and experience

EXAMPLE: high-achieving Education Studies graduate with practical experience working as an Employability Adviser during a recent placement at MDXWorks. Confident supporting students and graduates to find employment. Good knowledge of job-searching, applications, CVs, cover letter, interviews and assessments.

key skills

- Use 5 or 6 bullet points to outline skills which are relevant to your job goal
- Refer to your Workskills table for key transferable skills you should include
- Give brief examples of how you have built and used these skills in different contexts
- Mention relevant skills you've gained through work, volunteering, society membership, extra-curricular activities or study

EXAMPLE:

- *Excellent communication skills: Supporting students face-to-face, over the phone and by email on a daily basis. Providing written and verbal feedback in a friendly and constructive manner.*
- *Employer engagement: liaising with recruiters and employers, to secure placement or job opportunities for students and graduates. Organising events such as recruitment fairs or employer visits to campus.*

education

- Start with your most recent, including what you are studying at LST
- Include titles of modules (or your project) if relevant to your job goal
- Older qualifications need less detail (see example below)
- Include details of any additional training if relevant.

Example

2:1 BA Hons degree: Education Studies. Middlesex University, 2014 – 2017

3 x A-levels: English A, Business studies B, Psychology B. Hendon High-School, 2012 - 2014

9 x GCSEs: grades A to C: Including English A, and Mathematics B. Hendon High-School, 2008 - 2014

Additional Training: Equality and Diversity, Data Protection. MDXWorks, 2017.

work experience

- Start with your most recent Include the job title, name of company, location and dates
- Don't simply list all duties: include most relevant duties and where you achieved a good outcome or learnt a new skill (you could break this out under Achievement if relevant)

Example: Employability Adviser (work placement), MDXWorks, London. June 2016 – September 2016

- *Working in a highly successful team providing tailored support to help students develop their employability skills and find work placements or graduate employment*
- *Delivering employability skills workshops to groups of up to 200 students, covering job-searching, interview skills, networking, completing application forms, writing high quality CVs or cover letters.*

Achievements: Created an online form which helped the team make changes to service delivery.

hobbies and interests

- Here you can give your CV extra personality: be specific (eg 'European Art House films', rather than 'Cinema')
- Include hyperlinks to relevant extra-current projects (eg blog, website, online portfolio)
- Demonstrate that you're engaged with the area you're heading for eg that you read relevant publications or are actively involved in volunteering.

EXAMPLE: A keen blogger: I regularly publish blog-posts to help people looking for work: www.MDXworks.WordPress.com

additional information

- References (and current DBS certificate if you have one) are available on request
- Full UK driving licence and own transport
- Include IT proficiency (specify all the packages where you are competent).

general tips

Keep it to two sides; check consistency of formatting: spacing, alignments, font, bullets; PROOF READ; read aloud; get a friend to proof read. Check it is UK not US English; take care with tables or text boxes which may cause technical problems for the reader.