



TOOLS & TECHNIQUES

FOR TODAY'S JOB MARKET

CLIENT NAME:

Resource
Your job search starts here



DEVELOPING YOUR CV

TOP TIPS

CONTENT

- Your CV should be honest and factual, and market what you have to offer
- Give a clear summary of yourself – this is your ‘profile’
- A CV needs to be concise and punchy with a maximum of two pages
- Tailor your CV for each job for which you apply using appropriate key words and the type of words used by the organisation to which you are sending it – key words are particularly important when you are applying online
- Write in the third person rather than using “I” or “my”

LAYOUT AND FORMATTING

- Pick the style of CV (functional, chronological, hybrid or graduate) that markets you best – you may need more than one type depending on what you are applying for. You may also need different styles for career change or if you are considering consultancy work
- Adopt a clear, uncluttered layout with plenty of “white space” – initial impact counts for a lot!
- Tahoma, Calibri or Arial are examples of fonts used, 12pt is good but no smaller than 11pt whilst the profile looks better larger and in bold; note Times New Roman looks a bit dated



REMEMBER!

**A CV GETS YOU
AN INTERVIEW;
THE INTERVIEW
GETS YOU THE JOB**

POSITIVE WORDS TO ASSIST

A	Accomplishing		Controlling	I	Implementing		Planning		Standardising
	Acquiring		Converting		Improving		Presenting		Stimulating
	Activating		Counselling		Increasing		Preventing		Streamlining
	Addressing		Creating		Inspiring		Producing		Studying
	Administering	D	Decentralising		Introducing		Programming		Succeeding
	Advising		Defining		Instigating		Promoting		Supervising
	Analysing		Demonstrating		Innovating		Providing		Supporting
	Anticipating		Designing		Interviewing		Publishing		Surveying
	Appointing		Developing	L	Launching		Purchasing	T	Teaching
	Appraising		Devising		Leading & Motivating	R	Recommending		Testing
	Approving		Directing		Learning		Recruiting		Tightening
	Arranging		Documenting		Maintaining		Redesigning		Trading
	Assessing		Drafting	M	Managing		Reducing		Training
	Auditing	E	Establishing		Marketing		Relating		Translating
	Averting		Evaluating		Minimising		Renegotiating		Tripling
B	Budgeting		Expanding		Modernising		Reorganising		Treating
	Building		Employing		Monitoring		Reporting	U	Uncovering
C	Computing	F	Facilitating		Merging		Researching		Unifying
	Catalysing		Forecasting	N	Negotiating		Resolving		Unravelling
	Centralising		Forming		Organising	S	Saving		Utilising
	Collaborating		Formulating	O	Originating		Scheduling	V	Vitalising
	Combining		Founding		Obtaining		Selecting		Writing
	Composing		Finalising		Operating		Shaping	W	Working
	Concluding	G	Generating		Performing		Simplifying		Winning
	Condensing		Guiding	P	Preparing		Solving		
	Conducting	H	Honing				Specifying		

GRADUATE CHRONOLOGICAL CV TEMPLATE

Name

Address (if using online you may prefer just to put a location & postcode)

Tel No

E-mail Address (make sure it is appropriate) & LinkedIn Address

Website if you have one

In your profile you would generally describe yourself using the same or a similar title to the job for which you are applying and give details of your experience in the sector. Follow with a few lines (approx 4-6) which summarise what you have to offer in relation to the job e.g. key skills and experience. Your profile is the most important part of your CV and it can encourage a prospective employer to read further. So it may be better in bold and slightly larger print – this is point size 13.

Key Achievements

- Whilst not essential it is a good idea to pick out two or three particular achievements that you would wish to discuss at the interview to demonstrate why the employer should employ you above the other candidates. These might be things that you have done within your studies, in a part time job or as part of the extra curricular activities at university
- You do not need to go into lots of detail just enough to capture their interest and make them want to know more

Qualifications and Education

- List any professional qualifications/memberships first
- Follow with academic qualifications putting the highest first with the name of the establishment where you studied
- You may wish to include the modules that made up your degree (if you have one)

Employment

You can include here any work you have done in a gap year, as part of your studies, internship or weekend/vacation work.

Most recent job title	Organisation	year to year
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Describe the key responsibilities in your last post bearing in mind what is required for the job for which you are applying.

Previous job title	Organisation	year to year
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Previous job title	Organisation	year to year
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If you need to talk about a period where you had several jobs but do not wish to go into specifics you could group them together as follows

A variety of roles including abc, def, ghi that enabled the development of a wide range of skills and experiences.

Other Information

- This may include any positions of responsibility you may have had e.g. school prefect
- Voluntary work

Interests

Three or four are normally sufficient but do think about whether you would be happy to talk about them and what they say about you.

GRADUATE CHRONOLOGICAL CV EXAMPLE

Alex Green

London NW1 2DL

07909 231092

alexgreen@gmail.com

& LinkedIn Address

Politics and Business graduate with an active interest in current affairs. Good research, written and communication skills gained at university and through internships and working. Bilingual (French and English). Experienced in working in teams and using own initiative. Keen to work in charity as part of a campaigning team.

Key Achievements

- Led a group of politics students researching current voting trends that resulted in all the group achieving at least 90% for their dissertation
- Voted leader of university debating society
- Trained for and ran the London Marathon raising £2k for Medical Research

Qualifications and Education

University of Nottingham BSc Politics & Business 2.1 2020 – 2023

Modules included.....

Birmingham High School 2015 – 2020

GCE 'A' levels – French (A), Politics (A), Business and Communications (B)

GCSE's – English (A), French (A), History (A), Computer Science (B), Geography (B), Maths (B), Economics (C), Religious Studies (C)

Employment

Sales Assistant Cooks Department Store 2019 to 2022

- Utilising customer service and selling skills in the china department. Advising customers, ensuring stock is well presented and that purchases are appropriately packaged. Balanced working 16 hours a week whilst ensuring studies were not adversely affected.

Internship Democracy Party**2020**

- Assisting the communications department with preparation of campaigning marketing materials including those announcing the party's approach to green issues.
- Gained a good understanding of the communications process including the use of social media and how various roles work together.

Promotions Assistant Sparks Water**June 2021**

- Part of a team that promoted the brand at major sporting events.

Internship Get Ahead Charity**Summer 2019**

- Part of the team that organised fund-raising events. Involved in all aspects of organising a summer ball including publicity, venue and catering hire and entertainment that raised £x. Gained experience of problem solving and reacting quickly to situations.

Leader Camp Overseas**Summer 2018**

- Part of a team leading activities for students, giving pastoral support for those who required it and ensuring that all attendees were supported to achieve their goals. Volunteered to welcome and brief new students during freshers week
- Gained experience in working abroad and supporting young people.

Other Information

- Organiser of Democracy Students Group at Nottingham
- Volunteered to welcome and brief new students during freshers week
- Head of Year 11 leading student ambassadors

Interests

Playing competitive tennis (doubles & singles), member of university hockey team, political biographies, theatre

RECENT SCHOOL LEAVERS CHRONOLOGICAL CV TEMPLATE

Name

Address (if using online you may prefer just to put a location & postcode)

Tel No

E-mail Address (make sure it is appropriate) & LinkedIn Address

Website if you have one

In your profile you would generally describe yourself using the same characteristics that are required for the job you are seeking or if you are already experienced eg you are applying for a job as a restaurant server and you have already done this you can describe yourself as this. Follow with a few lines (approx 4-6) which summarise what you have to offer in relation to the job e.g. key skills and experience. Your profile is the most important part of your CV and it can encourage a prospective employer to read further. So it may be better in bold and slightly larger print – this is point size 13.

Qualifications and Education

- Begin with academic qualifications with grades attained putting the highest first with the name of the establishment where you studied
- You may wish to include any extra curricula qualifications e.g. sport

Key Achievements

- Whilst not essential it is a good idea to pick out two or three particular achievements that you would wish to discuss at the interview to demonstrate why the employer should employ you above the other candidates. These might be things that you have done within your studies, in a part time job or as part of the extra curricular activities at school
- You do not need to go into lots of detail just enough to capture their interest and make them want to know more

Employment

You can include here any work you have done as part of your studies, internship or weekend/vacation work.

Most recent job title **Organisation** year to year

Describe the key responsibilities in your last post bearing in mind what is required for the job for which you are applying.

Previous job title **Organisation** year to year

Previous job title **Organisation** year to year

If you need to talk about a period where you have had several jobs but do not wish to go into specifics you could group them together as follows:

A variety of roles including abc, def, ghi that enabled the development of a wide range of skills and experiences.

Other Information

- This may include any positions of responsibility you may have had e.g. school prefect
- Voluntary work

Interests

Three or four are normally sufficient but do think about whether you would be happy to talk about them and what they say about you.

RECENT SCHOOL LEAVERS CHRONOLOGICAL CV EXAMPLE

Alex Green

07909 231092

London NW1 2DL
alexgreen@gmail.com

& LinkedIn Address

A level Politics & Business student with an active interest in current affairs. Good research, written and communication skills gained through studies and volunteering for local xx party. Bilingual (French and English). Experienced in working in teams and using own initiative. Keen to work for a charity as part of a campaigning team.

Qualifications and Education

Birmingham High School

2016 – 2013

GCE 'A' levels – French (A), Politics (A), Business and Communications (B)

GCSE's – English (A), French (A), History (A), Computer Science (B), Geography (B), Maths (B), Economics (C), Religious Studies (C)

Key Achievements

- Led a group of politics students researching current voting trends that resulted in all the group achieving grade b or above at A level
- Voted leader of school debating society
- Trained for and ran the London Marathon raising £2k for Medical Research

Work Experience

Sales Assistant Cooks Department Store

2021 to 2023

- Utilising customer service and selling skills in the china department. Advising customers, ensuring stock is well presented and that purchases are appropriately packaged. Balanced working 16 hours a week whilst ensuring studies were not adversely affected.

Internship Democracy Party

2021

- Assisting the communications department with preparation of campaigning marketing materials including those announcing the party's approach to green issues.
- Gained a good understanding of the communications process including the use of social media and how various roles work together.

Promotions Assistant Sparks Water

2020

- Part of a team that promoted the brand at major sporting events.

Other Information

- Volunteered to welcome and brief new students
- Head of Year 11 student ambassadors

Interests

Playing competitive tennis (doubles & singles), member of school hockey team, political biographies, theatre