



University of Salford
A Greater Manchester University

Creating a CV



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What is the purpose of a CV?

CVs are a way of marketing your skills, experience and knowledge to potential employers. They are a means of giving information quickly and simply to someone to prove your suitability for a job.

Getting started

Before you start to write your CV it is very important to think clearly about what you want it to say. You will need to ask yourself the following questions:

- What types of opportunities am I applying for with this CV?
- What skills, knowledge and experience are required?
- What is my evidence for meeting these requirements?

Look at ALL your experiences - there can be value in all sorts of activity (eg a part time job as a sales assistant can provide evidence of customer service skills, numeracy, team work and interpersonal skills).

Think about what you have learned on your various courses, how you have managed project work, how you researched your dissertation topic, how you worked in group situations and the techniques or equipment you have used.

Think about who will be reading the CV. For example, in small companies it is important to realise that the pace of

life is very fast. You will need to present information to these companies in a briefer and more direct style.

This preparation will give you ideas on:

- The points you need to make on the CV
- How you can evidence these points
- How you should present the information.

Types of CV

Different styles of CV can be created to suit different situations. Your preparation will help you to find the right approach. An effective format will have your most relevant information for the job at the start of the CV. Common styles are:

Knowledge based - used where your learning is relevant to the job, but where you have little relevant work experience.

(see page 4 *Rebecca Irskine*)

Experience based - emphasises prior relevant work/other experience and skills gained.

(see page 6 *James Parker*)

Skills based - used if a change of direction is required; highlights the skills you have that will be required in the new career.

(see page 8 *Matthew Wright*)

Media/Creative - used for applications to jobs in the media and creative industries (see page 10 *Lina Chang*).

Layout & Presentation

There is no one right way to lay out a CV, but here are some useful tips:

- Keep the CV brief - no more than two sides of A4
- Make sure your headings stand out on the page and are clear and simple - one word headings usually work best
- Ensure that each entry on the CV is kept short - long paragraphs hide information
- Give most space on your CV to your most relevant information - your degree needs more space than GCSEs
- Keep the layout uncluttered - leave plenty of blank space
- Avoid long lists of modules or other qualifications - pick out the ones that you feel are most relevant.

Language

Make your language precise - active verbs help (eg produced, researched, wrote, managed, supervised, solved, co-ordinated, designed, supported).

Proof read the CV very carefully - poor spelling and grammar can get your application rejected.

Writing the CV

Having done all this preparation you are now ready to draft your CV. Look at the example CVs in this handout to gather some ideas, but **do not copy them**.

The examples shown here illustrate different ways of displaying information. You will need to think about the best way for your CV to communicate what you need to say.

Show your draft to a Careers Adviser to get feedback on what you have written.

Next Steps

Once you have produced your draft CV you should go through the steps set out below:

- a) Re-read your draft checking to see if there is anything you have missed out or could express more clearly
- b) Does your CV create the impression that you want? Is the layout consistent? Is the information easy to access? Does it look professional ?
- c) Double check for errors, especially spelling and grammar.
- d) Having done these checks yourself, show the draft to someone else to proof read for you.

Remember - you can have your CV checked by a Careers Adviser on 'Drop In' (11am to 3pm, Monday to Friday).

Final Thoughts

Preparing a CV is important, but do remember that you will need to send a covering letter with your CV to form a complete application.

For help with this see the Careers Service leaflet *Writing a Covering Letter*.

It is important to keep your CV up to date. Take a look at it regularly to review it and make changes if necessary.

Further Help

The following are available for reference from the Careers Service Information Desk:

Making Wizard Applications
by Chris Phillips

The Perfect CV by Max Eggert

Creating Winning CVs and Applications
by Kathleen Houston

Preparing Your Own CV
by Rebecca Corfield

How to Write a Curriculum Vitae
University of London Careers Service

The video *Looking Good On Paper* (21 minutes long - this may be viewed in the Careers Service)

This handout is available in other formats on request.

Rebecca Irskine

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Manchester
M6 4AB
0161 761 990

Email: R.Irskine@student.salford.ac.uk

Date of Birth: 16.03.84

Business Qualifications

HND Business and Finance
University of Salford

2003 - 2005

Core Studies:

*Business Foundations
*Management

*Analysis and Dynamics
*Economics and Finance

Specialist Personnel Option:

This has given me the opportunity to acquire knowledge and develop skills directly relevant to human resource management. Options covered include:

*Recruitment
*Personnel Systems
*Industrial Psychology

*Employment Law
*Training and Development
*Interviewing Skills

GNVQ Advanced Business
St Bartholomew's Sixth Form College

2001 - 2003

Full award: 12 vocational units and 3 skill units successfully completed. The course provided me with a sound introduction to business basics.

In addition to the above qualifications I have 5 GCSEs at grade C including English and Maths

Training Department Placement

In addition to my course, I arranged two placements in the Training Department of Debenhams. These enabled me to experience the work of the department at first hand, observing the delivery of a variety of training programmes and the design of a new store wide staff development module.

I also visited the Customer Service Department and saw how customer enquires and complaints were dealt with. I made suggestions about improving the speed of service, which were incorporated into the department's procedures.

Work Experience

Waitress

The Only One Restaurant, Manchester

2003 - present

Working as part of a team of ten, I seated guests, took orders and served food.

Office Junior

Taylor's, Manchester

Summer 2002

I arranged this work experience myself, and worked full time over an eight week period. I answered the telephone, processed orders and updated databases.

Shop Assistant

Top Shop, Manchester

Christmas 2001

I worked on the tills, served customers, ordered stock and set up displays.

Shop Assistant

Talbots, Manchester

2000 - 2001

I undertook promotional work prior to the store opening and then gained experience serving customers and dealing with telephone enquiries.

Skills

IT – Experienced user of Word, Access, Excel and Powerpoint

Organisation – Waiting on table developed my ability to prioritise tasks. I scheduled my University work to ensure that I hit all my deadlines.

Telephone – My work as an office junior involved taking calls from business customers of all levels. I was praised for my handling of these calls.

Interests

I have recently joined the university gym and go to weekly aerobics classes.

I enjoy sewing, and design and make clothes for myself. In September, I will be attending an advanced dressmaking class where I hope to develop my skills.

Referees

Dr. J. Martin
Department of Business Studies
University of Salford
Salford
M5 4WT
0161 744 612

Ms. G. Farmer
Training Manager
Debenhams
Manchester
M1 6AV
0161 777 901

JAMES PARKER

14 Flower Street
Kings Heath
Birmingham
B14 8HH

Tel: 0121 - 224 - 1234
Email: J.G.Parker@student.salford.ac.uk
Date of Birth: 14th February 1983
Nationality: British

PROFILE

- Predicted 2:1 degree in Computer Science and Information Systems
- 12 months experience of database development with Boots PLC
- Undertaking industry based data security project for Boots PLC

EDUCATION & QUALIFICATIONS

2001-2005 **University of Salford**

BSc (Hons) Computer Science & Information Systems (2.i expected)

Includes Systems Analysis, Programming Methods, Networks, Artificial Intelligence, Web Development, Databases and Software Engineering.

Final Year Project: Conducting a study of data security systems within Boots R&D department. This will involve product research, analysing system requirements and presenting recommendations to IT and R&D department managers.

1999-2001 **Eric Watson College, Birmingham**

A Levels: Computer Science (B), Mathematics (B), Geography (D),
General Studies (D)

1994-1999 **Maryhill Higher School, Birmingham**

9 GCSEs: Grades A to C including Maths and English

INDUSTRIAL PLACEMENT

2003-2004 **Data Processing Assistant, Boots**

Co-ordinated work on drawing up specifications for a new database system and web interfaces.

- Planned the required work for myself and one other person and monitored this plan to ensure target deadlines were met.
- Analysed information requirements and designed and built web based forms and questionnaires to feed information into the database.
- Trained other staff in the operation of the new packages.

TECHNICAL SKILLS

Familiar with JAVA, PASCAL, C++, HTML, XML, Oracle and firewall and security systems. Experienced in use of applications including Access, Excel, Word and Dreamweaver XL.

WORK EXPERIENCE

- Summer 2002 **Contractor Supervisor, Birmingham City Council**
- Organised this period of 4 weeks vacation work during which I was responsible for supervising contractors who were decorating the Town Hall. I gained valuable experience in planning, organising and problem solving when delays occurred.
- 2001- 2002 **Checkout Operator, Asda**
- I worked mostly in the evenings on point-of-sale cash tills providing the high levels of customer service demanded by Asda.
- 1999-2001 **Trolley Collector, Asda**
- Achieved a quality award within the first month for my work.

SKILLS

- Problem Solving** When undertaking analysis of data requirements for the new database at Boots, there was very little common ground emerging from users. I presented a number of solutions and asked users to rank them.
- Customer Service** In all my jobs I have had to provide high levels of customer service. This has entailed listening to customers, working to standards of customer care, ensuring that target response times are met and recording customer contacts.
- Presenting** Successfully planned and carried out a Powerpoint presentation to managers at Boots on the results of my work. Designed a structured 15 minute presentation and produced copies of my slides as a handout.
- Driving** Full, clean driving licence held for 3 years

INTERESTS

Member, and now Treasurer, of the University Hiking Club. I manage funds of up to £3,000 per year. I planned routes and camp sites for two sponsored treks on the Pennine Way. Each raised over £1,000.

I have played the violin since the age of 7 and have Grade VI theory and Grade VII practice. I play in the South Birmingham Youth Orchestra and lead the string section.

REFEREES

Dr C. Charles
(Course Tutor)
Department of Maths and Computer Science
University of Salford
Manchester
M5 4WT

Miss F. Lawton
(Personnel Manager)
Boots
Boots House
Newham, Birmingham
B24 5HG

Matthew Wright

26 Riverside Road
Reddish,
Stockport
SK18 2RD

Tel: 0161 482 3612
Mobile: 0778 746532
Email: mattw@aol.com

PERSONAL PROFILE

A graduate in Banking and Finance with seventeen years experience in personal and corporate banking seeking to develop a new career in Chartered Accountancy.

SKILLS

Communication

Successfully maintained close working relationships with business customers at Nat West Bank. Achieved this by providing complex information in plain language and by paying attention to their requirements. Have also developed advocacy skills in my role as Student Representative where I present student views and concerns at the Staff Student Committee.

IT

Experienced user of MS Excel, Access, Word, Powerpoint. Familiar with SAGE and SPSS statistics packages. Can build websites using HTML and Dreamweaver. Have designed and produced a website for a friend's business.

Business Awareness

As a Small Business Adviser, I had to assess business plans and lending proposals from new businesses. This required me to make judgements about the likely success of proposed business ventures. I provided advice to proposers on how to construct a business plan.

Organisational

The demands of being a full time student, having a part-time job and family commitments have required me to plan my time thoroughly to ensure that deadlines are met and that quality of work is maintained.

Teamwork

In team assignments at University, I have encouraged all group members to contribute to decision making and production of work plans by asking open ended questions, using brainstorming and summarising interim group decisions to check for agreement.

TRAINING

Institute of Bankers Examinations

1987-1991

Passed Stages 1 and 2

Nat West Employee Development Programme

1995-2002

Courses undertaken included Negotiation Skills, Understanding Small Business, Supervisory Skills, Business Planning and Corporate Taxation.

Also attended courses on Presentation Skills and IT skills courses covering use of spreadsheets and Nat West internal software packages.

EDUCATION

University of Salford

2002-2005

BSc (Hons) Business Studies with Financial Management

Broad based business degree covering management, economics and finance. Specialised in finance in the Final Year. This included management accounts, company law, the corporate financial environment and auditing. Completed a dissertation examining the effects of regulation on the process of new business set up.

Stockport College of FE

2000-2002

A Levels (Evening Course)

Business Studies B, Economics B

Stockport Grammar School

1980- 1985

8 O Levels grade C and above including English and Maths.

WORK EXPERIENCE

Lloyds TSB Call Centre

Sept 2002 - Present

This has been a part-time job throughout my time at University. I am currently a Team Leader supervising 20 part-time staff, with responsibility for their training and attendance rotas.

Nat West Bank

Sept 1985 - June 2002

Worked up to the post of Small Business Adviser, advising new business start ups on their business plans and proposals, assessing applications for loans and providing information on some of the technical and financial aspects of setting up a business.

Previous roles included aspects of personal banking, including managing a portfolio of premium customer accounts, providing brokering services in the Nat West Share Shop and working as a cashier in a busy city centre branch.

ACHIEVEMENTS

- Raised £1,500 for my daughter's play group by organising a sponsored fun run. This involved devising a course, raising interest from our local newspaper, recruiting other parents to provide assistance and accounting for all the money raised. In all 50 runners took part.
- As student representative on my course, I achieved a change to the course assessment schedule. Students expressed concern that coursework deadlines were too close together. I logged the deadlines over the previous year and presented this information to our Programme Leader. Agreement was reached that deadlines would be spaced out better in future.

INTERESTS

- Web design – I have set up and run my own web site
- Member of Reddish Rugby Union Club and regularly play for the Third XV

References available on request

Lina Chang

138, The Lees, Worsley, Manchester M28 4FH
Tel: 0161 475 9934 Mobile: 07777 7943621 Email: l.chang@hotmail.uk

Job Target : Public Relations

PR AND COMMUNICATION EXPERIENCE

- **Student Union Campaign Work:** Managed three Union election campaigns involving the promotion and advertising of candidates. All three candidates were successful.
- **Student Union Newspaper:** Contributed regularly to the newspaper. Was Deputy Editor for one year learning page layout and use of Quark Express.
- **Volunteer at the Mind Campaign Office:** Wrote press releases and organised Press Briefing Event. Designed and produced a promotional pack for local schools.

EDUCATION

University of Salford 2002-2005
BA (Hons) Media and Performance

- Included the opportunity to write and produce a video. This involved script writing, camera work, editing and sound recording.
- Constructed web sites using Flash and Dreamweaver.
- Trained in voice projection and public speaking as part of Performance course.

De Santo School, Birmingham 1995-2002

A Levels: German (C), English (C), Drama (C).
GCSEs: 6 at grade A-C, including English Language.

SKILLS

IT Competent user of Flash, Dreamweaver, Quark Express, Pagemaker, HTML and MS Access, Word and Powerpoint.
Presenting Regularly presented to groups of 50 and above throughout my degree.
Writing Experience of writing news and features articles for student newspaper, press releases, brochures and writing for the web.

ACHIEVEMENTS

- Organised independent travel to Australia and Far East for 3 months in Summer 2003.
- Achieved Grade 7 Guildhall and LAMDA exams in acting, speech and drama. Have acted in amateur and University drama productions.

WORK EXPERIENCE

2001 2004 Various bar jobs undertaken to supplement income. Taught me to work well under pressure and handle people confidently.

REFEREES available on request

Careers Service

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Salford, Greater Manchester
M5 4WT. United Kingdom

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