# CVs

**Although many employers, especially the larger ones, now ask applicants to complete application forms in order to apply for jobs, you will still need to have an up-to-date Curriculum Vitae (CV) when you are job hunting.**

## ➲ Why do I need a CV/Resumé?

A CV is useful to:

- **respond to a job advertisement for a permanent job or work experience** - although many employers will ask you to complete an application form (often on-line), some will still ask for a CV and covering letter. You will almost certainly need a CV if you are applying for term-time work in the local area

- **make speculative approaches to organisations that interest you but may not be advertising** - it is important to provide some information that will interest a possible employer and a well written CV, accompanied by a covering letter, will do this in a succinct and focused way

- **give to employers represented at careers fairs** - your CV will remind an employer of what has hopefully been a good and productive discussion with you

- **organise and analyse your skills and experiences in the early stages of planning your career** - most people have a 'general' CV which they keep up to date for this purpose. This document is not necessarily something they will ever send out, but it is a convenient way of keeping key information (qualifications and employment history, for example) to hand.

## ➲ Before you start

Large employers are inundated with applications, so, before you put pen to paper or fingers to keyboard, make sure that you can answer the following questions:

- What kind of work are you actually applying for?

- Why are you interested in this type of work?

- How are you suitable for this position?

- Why are you interested in this particular opportunity?

- Why are you interested in this particular organisation?

If you are unclear on these points, you may wish to come in and see us (www.aber.ac.uk/en/careers/how-we-can-help). The job market is highly competitive and the application process is about convincing an employer that you are an ideal candidate. If you can't answer the above questions for yourself, you are unlikely to convince an employer, especially if it's an internship or graduate job that you are looking for.

## ➲ Marketing yourself

A CV is a self marketing tool, a document designed to help you stand out from other candidates. If a CV is to be successful, it (and the covering letter which accompanies it) must be tailored to the needs of an individual employer and must address the criteria that that employer has identified in their job description/person specification - read between the lines if necessary. A general purpose, 'one size fits all', CV sent out to lots of employers is highly unlikely to be successful. In many ways, applying for a job with a CV and covering letter is more difficult than completing an application form, largely because there are no questions to guide your answers. So:

- *read* the job description/person specification
- *identify* what the organisation is looking for
- *provide evidence* of your suitability against these criteria
- *emphasise* relevant knowledge and experience in each section of the CV

See our handout *What do employers really want?* and our web pages on applying for jobs (www.aber.ac.uk/ en/careers/what-next/applying-for-jobs). Remember also that your CV will evolve over time as it is revised for each new application and updated with your most recent activities. Never send an out of date CV!

**"Past performance really is the best indicator of future behaviour. That's what CVs and applications are all about really."**

Nigel Llewellyn, Deloitte

## ⮩ What should I include in my CV?

- Contact/personal details
- Career objective/Personal profile (optional)
- Employment history
- Additional skills
- Education and qualifications
- Other achievements (optional)
- Interests
- Referees

There is no one way to lay out a CV and you will see lots of different examples on the internet and in careers publications. It is important, however, to ensure that the layout and order you choose does you justice, that it looks highly professional, that it highlights the relevance of what you can offer and that it is easy to read. Having said this, there are some things which an employer will expect to see, and this handout takes you through a typical layout for a traditional (or chronological) CV. There are examples of other types of CVs on the Prospects website (www.prospects.ac.uk/careers-advice/cvs-and-cover-letters/example-cvs), so have a look at these and then come and talk with an Adviser about alternative ways of presenting what you've done.

It is up to you how much emphasis you choose to give to individual sections and also, to a large extent, what order you choose to put them in and even what you choose to call them. Do bear in mind that a UK (non-academic) CV should be no more than 2 pages long and that whatever layout you choose should take this into account. You will probably find that the best way to go about producing your first CV is to write everything down and then to 'prune' what you've written judiciously and re-word where necessary.

The purpose of a CV is generally to get you an interview, not a job, and the best way to achieve this is by showing them that you have skills, abilities, experiences and competencies that match what they as an organisation are seeking. So make it relevant and of interest to them. As one recruiter puts it, "if you don't say it, they won't know it".

Be wary, by the way, of using 'CV Wizards' or on-line 'CV Creators' as not only do these tend to produce very generic CVs but they rarely provide you with an opportunity to really think about what you have to offer in the context of a job or to tailor your CV appropriately.

## ⮩ Contact/personal details

- Name
- Address
- Telephone
- Email
- Personal details

It is important that your CV can be identified quickly out of what may be hundreds of others and equally important that an employer can get hold of you quickly if necessary. However, this is not the most interesting of information to attract the employer's attention to, so you need to think carefully how you present this so that it doesn't dominate the first half of your CV and detract from the crucial sections that follow.

*Name*: Put your name at the top of your CV as a heading and make it clear how you prefer to be called. If your name is Robert Jones, for example, but you prefer to be called Rob, underline the relevant part of your full name (Robert Jones) or simply put 'Rob Jones'.

*Address:* To avoid confusion, use one contact address if you can, but if this is not possible and you need to put both term-time and vacation addresses, include the dates when you will be available at each one.

*Telephone numbers:* You may have both mobile and land-line numbers so think about which one(s) you would be happy for an employer to use. If you live in a shared house, for example, can you guarantee that the telephone is always picked up in a polite and professional manner by your housemates?

*Email:* Many employers now use email to contact applicants, so make sure that you provide an address for an account you check regularly. Also make sure that the email address reflects well on you in the eyes of an employer; this is not the place for alwayssoindecisive@hotmail.com or bigboy@yahoo.com. Similar advice applies to the inclusion of a personal website address; only include it if you are absolutely sure you want an employer to look at the whole site.

*Personal details*: You no longer need to include your date of birth or gender on a CV. However, you may wish to include your nationality, especially if you feel it could enhance your chances of being invited to interview or if you wish to clarify your work permit status.

**Example:**

**MING SU (LILY)**

Room 22, Building B, Rosser Halls, Penglais, Aberystwyth  SY23 3DG
Tel: 01970 222555   Mob: 07777 123456   Email:  mss8@aber.ac.uk

## ➲  Career objective/Personal profile

This section is entirely optional and whether or not it's a good idea will depend largely on what you're applying for, what is on the rest of your CV and how well it can be written - see a Careers Adviser for advice.

Ideally, it will be a clear and concise (maximum four line) paragraph, which emphasises relevant skills/ personal attributes, qualifications and experiences (Personal Profile), or focuses on your career direction/ current objective (Career Objective). This will then act effectively as an umbrella, hopefully casting a positive light over what follows. A profile statement can be particularly useful to pull together experience and skills from different areas of your CV which individually might not look particularly focused, thus creating a strong and positive impact at the outset, encouraging the employer to read on.

This is an example of a Personal Profile used to apply for a research post in the International Centre for Reconciliation at Coventry Cathedral:

*Active team player with extensive knowledge of political and religious issues in the Middle East and Developing World gained through study of International Relations at undergraduate level. Confident user of generic and bespoke IT systems and established research techniques and committed to holistic conflict resolution on both the political and social level. Widely travelled and bilingual (French/English) with a mature attitude to work.*

This student had done some work experience in TV before coming to university but was looking to undertake a summer placement in her second year as a Career Objective:

*A Film, Theatre and Television Studies student passionate not only about the ability of the media to inform and entertain but also to reflect and refract public opinion. Creative and  practical with the capacity to work well within a team and, with particular interests in documentary, sports and comedy, now looking to build on work experience previously gained in TV production.*

The golden rule is that a career objective/personal profile should grab the reader's attention and make him/her want to read more. See our *CV Checklist* for more information on how important this initial impact is to get an employer interested in you.

## ⮌  Employment History (sometimes called Career History or Work Experience)

- Dates (reverse chronological order ie most recent first)

- Organisations for which you have worked (and location - town/city, country if you have a variety, but not full address)

- Job titles/roles

- Achievements/responsibilities

- Skills developed

It is vital in this section to address the needs of the organisation to which you are applying. Look at the quotation from Deloitte above - past performance is taken as an indicator of future behaviour - and make sure that you highlight not only the best of what you've done but also the most relevant.

If you have experience that is in some way relevant to the post, you may wish to include this under a heading 'Relevant Experience' (which will have the beneficial effect of highlighting it to the reader) and then list your remaining work under 'Other (or Additional) Experience/Work.' A section of particularly relevant experience could alternatively, depending on why it is relevant, be titled 'Legal Experience' or 'Work with Young People'. Remember that 'work' does not have to be full-time, permanent or paid so, if relevant, include voluntary, part-time and temporary work you have done.

The key thing in this section is to convey, and ideally to quantify, the *contribution* that you made to each organisation - what you took responsibility for - to put it in context and to describe the positive outcomes (your achievement) tangibly wherever possible. Have a look at the list of active verbs on page 9, these can help you to describe your contribution more effectively. In the examples below you can see how these active verbs at the start of each bullet point impart a strong sense of something having been achieved.

**Example:**

**Relevant Experience**

2018        **Bass Brewery, Stoke-on-Trent**
            **Research Assistant**
                · Planned and implemented research to reduce excessive beer foaming in storage vats
                · Solved the problem successfully (reducing foam by 11%) within the timescale agreed
                · Presented findings to senior managers in the form of a written report and
                   departmental PowerPoint presentation

**Other Experience**

2017        **Fruit Cropping Operative, Haute Vienne, France**
                · Negotiated improved working conditions with local farmers which improved morale
                   and productivity amongst migrant workers
                · Supervised packing of fruit and operated fruit picking machinery

2016        **Milton Keynes Hospital**
            **Data Entry Clerk**
                · Checked and classified records and compiled figures in response to requests from
                   hospital departments

You may wish to include a bullet point listing the skills (eg time management and communication skills) you developed or used during each period of work, but highlight different skills under each job to show the broad range that you have and for variety.

**Example:**

2018          **Camp America (Florida)**
                 **Camp Counsellor**
- Contributed to a close-knit team responsible for the well-being of four groups of 8 young people aged 8-12
- Organised performing arts activities including the rehearsal and performance of a fortnightly musical show
- Responsible for all technical aspects of the PA system and installed and maintained a professional stage lighting system
- Developed technical, communication and counselling skills

If you have done lots of similar low level jobs, you may wish to group these together under a heading eg 'retail' to give space to more relevant items on your CV. Whilst you may not have very much by way of tangible achievements to add to such a section, don't underestimate your contribution and the skills you developed.

**Example:**

2015 - 17     **Retail work (various short-term posts), Salisbury area**
- Earned Debenhams' 'Salesperson of the Month' award (July 2016)
- Handled large sums of money and frequently took responsibility for cashing up
- Adapted quickly to different roles and working environments
- Maintained polite and professional manner, even with difficult customers
- Liaised effectively with fellow staff and managers
- Developed interpersonal, numerical and team working skills

➲     **Additional Skills**

As you will be aware from our handout, _What do employers really want?_, employers are interested in the transferable skills you can offer but they are unlikely to be convinced by a long and unsubstantiated list on your CV. Make sure that, in describing what you have done as outlined above, the other sections of your CV provide evidence and examples of the various transferable skills you have developed and that your covering letter highlights those which are particularly relevant to the job and employer in question.

Having said that, there is a place for listing those additional skills that don't easily fit into other sections on your CV, namely:

- Languages (including your current level of proficiency - not GCSE or A Level grades)
- IT (including programming languages/software applications and any qualifications awarded)

**Example:**

**Additional Skills**

| | |
|---|---|
| **Languages** | French (fluent written and spoken), Spanish (basic conversational) |
| **IT** | Java, C and C++ |
| | Competent use of MS Office (Word, Excel and PowerPoint), email and internet software |

**Full clean driving licence**

You can also add any vocational skills/qualifications, eg First Aid/chainsaw certificates. The key thing is to be specific about your levels of competence and not to generalise. As you can see above, it is also customary to include possession of a driving licence if you have one. If relevant, you may wish to add in a section for professional activity and/or memberships.

## ⮂ Education and Qualifications

- Dates (reverse chronological order)
- Institutions at which you have studied
- Qualifications (include grades)
- Relevant projects

This is an important section if you are applying for graduate work or a placement/internship but less important if you are applying for a term-time job. However, if you are applying for a graduate role then all applicants will have a degree, so you may choose to put this section on page 2 and concentrate here on presenting experiences that will make you stand out, be different and be relevant. This section is usually written in reverse chronological order (most recent first), and, for most students/graduates, going back as far as age 16. Do note that it concentrates on your academic achievements so it is not the place for first aid, sporting or other qualifications unless they are directly related.

If you are a student, include your degree course and provide the year when you expect to graduate so that it is clear that it is still a 'work in progress'. Try, if you can, to include your expected degree class once you are in the second year. It is also worth including any modules which are particularly relevant to the job applied for, including marks if they reflect an impressive level of achievement. For certain degree programmes, for example law or computer science, it can be very useful, when applying for jobs for which your subject is directly relevant, to give a fuller listing of modules in order to emphasise subject knowledge and the range of topics studied.

Students and recent graduates should include A Level grades, although these are less important later in your career or if you are a mature student and took these exams some time ago. You do not, however, need to provide a long list of your GCSE subjects, simply provide the number you achieved at grades A-C, perhaps highlighting relevant subjects (eg English and Mathematics) or the number of particularly good grades (eg 8 GCSEs grades A-C (6 A*)).

**Example:**

**Education**
**2017 - 2020**      **Aberystwyth University**
**BA (Hons) Geography**
Expected class 2:1
Relevant modules
· Environmental Management
· Analysis and Presentation of Quantitative Data

**2010 - 2017**      **Exeter School**
A Levels : Geography (B), English Literature (C), French (D)
GCSEs   : 8 at grade A-C (2 A*s including Statistics)

If you have any doubts about how best to present any possible gaps during your education or if you have changed course or qualification, then see a Careers Adviser.

As always, relevance is key. Include modules that you've chosen, or your final year project or dissertation if they are relevant to the post for which you are applying. If not, leave them out. Some employers like you to include your marks to date, but if in doubt, see a Careers Adviser.

Include *academic* prizes or awards (if you have any) in this section. Also highlight any overseas or work experience that you have gained as part of your curriculum in here, e.g. YES, significantly impressive work experience module activities, ERASMUS, study abroad or other exchange programme experience.

## ⮑ Other Achievements and/or Positions of Responsibility

Ideally, your CV should convey the message that you are an all-round 'achiever', that you put effort into all aspects of your life. Employers are often particularly interested in what you do in your 'spare' time, they want to know whether you still achieve when there is no manager or teacher/tutor to push you. This section is, therefore, a chance to show a potential employer that you have *voluntarily* taken on responsibilities and/or challenges in your life.

Examples can include music or dance exams that you have passed, sports teams that you have played for, competitive activities and positions of responsibility within clubs and societies. You might have gained Duke of Edinburgh awards or raised money for a charity through a sponsored event, or been a sole carer for a sick parent. Do make sure, however, that whatever you cite as an achievement is worded in such a way as to also show what skills and attributes you have developed that are relevant to the employer.

As with the other sections, concentrate on what you achieved and/or contributed and quantify these achievements/contributions wherever possible. If this section of your CV is likely to be a large one, consider grouping activities under suitable sub-headings eg 'Sports' or 'Music', or by location.

Try not to dig too far back into your past - unless you are referring to a long-standing activity, when the length of time will substantiate the fact that you have made a serious commitment.

## ⮑ Interests

As well as the above, employers are also curious about your interests, what makes you the person that you are. This is the place to write briefly about your hobbies (sports, music, travel etc) and to give a picture of yourself as a whole person.

Again, resist the temptation to go too far back into your past, but also remember that your CV is a record of what you *have* done, not what you are *intending* to do. Be aware also of the image presented by your interests. Think carefully, for example, before giving a long list of solitary pursuits - unless there is lots of team-based activity elsewhere on your CV - as it might give the impression that you will not be a 'team player'. Be wary, too, of emphasising something that could, even in ignorance, be misinterpreted by the type of organisation to which you are applying. Provide some details, say that you enjoy contemporary or post-war fiction or film noir rather then just 'reading' or 'going to the cinema', and ensure you could expand on what you write at interview, if necessary - you wouldn't be the first candidate caught out by an enthusiastic interviewer!

## ⮑ Referees

Most applicants will include two referees on their CV; these are people to whom a potential employer can write to request a reference. It is usual to include a member of academic staff as one of your referees if you are still at university or have recently left, and also a recent employer. However, your second referee could be another academic from your department, a former teacher, or a professional or family friend. It is usual to include contact details (name, job title/position, work address, contact details including email, and how they relate to you if this is not obvious) but it is probably better, for security reasons, to remove this information if you are handing your CV out to a number of potential employers whilst looking for, say, a term-time job.

As with the rest of your CV, you may find that you need to change your referees for different jobs - a reference from the manager of the shop in which you worked during your A Levels might be ideal if you are looking for term-time retail jobs in Aberystwyth, but will cut rather less ice when you are applying for a graduate job or an internship. A well-chosen referee can add a certain weight to your CV if his/her job title or employer is likely to be looked on favourably by the organisation to which you've applied - after all, this is someone you know will speak well of you.

It is very unlikely (unless you are applying for a job in the education sector) that an employer will contact your referees without asking your prior permission, but it is only courteous, however, to ask permission before citing these people as referees. It is also a good idea to advise them when you are applying for jobs, so that they know what you have applied for, and to give them the job descriptions/person specifications with a copy of your applications if you can.

If you do not wish to include the names of your referees, you can always write 'References/referees available on request' at the bottom of your CV.

## ➲ Presentation

There is a good chance that your CV may be just one of hundreds being looked at by an employer and s/he may have only a few minutes to look at it. Make sure that yours stands out by having an elegant, stylish and professional appearance. Your CV is one of the most important documents you will ever write so be prepared to put in considerable time and effort to get it right and print it out on good quality paper in white or cream.

## ➲ Layout

- Use 'white' space carefully and make sure that the reader's eye is guided down the document consistently and doesn't have to zig zag across the page
- Don't split a section between pages if you can possibly avoid it
- Ensure that your CV fills all the pages you use. Do not finish part way down a page, but adjust the content, font size and spacing to make it fit. If your CV is more than one page long put your name on the top or bottom of the second page just in case the two pages become separated from each other.

## ➲ Formatting

- Keep to one clear, unfussy (sans-serif) font (such as Arial or Verdana) throughout if possible, two at most if you use a different one for headings. Do NOT use a font size smaller than 11pt; you are better off using three pages with text arranged attractively and easy to read than cramming small text onto two pages. Bear in mind, however, that size varies between different fonts so exercise your common sense
- Be consistent in the layout and formatting of the different sections; this is one document remember
- Use clear, bold headings, possibly in a larger font size than the main body of the text
- Avoid underlining and, avoid using **bold** or *italics* to emphasise words in the main body of text. Only use **bold** and *italics* for headings and sub-headings
- Use tables to help you align contact and other information, but hide gridlines once you have completed your document
- Utilising bullet points is the most useful way to keep things concise and punchy, but avoid over-long lists
- Don't rely on innovative fonts, borders or graphics to make your CV stand out from the crowd; they are unlikely to appeal to employers. If in doubt keep it conservative and traditional

## ➲ Language

- Check and re-check your grammar, spelling and punctuation; don't rely on your computer's spelling and grammar-checker. Ask someone else to look at it with a fresh set of eyes too
- Respond to the language used in the job description/person specification to ensure that your skills and experiences very obviously meet the criteria specified
- Think carefully about the tone you adopt. Use active rather than passive verbs to describe what you've done and remember that your CV is a professional document
- Add variety to your vocabulary but avoid jargon, cliché and hyperbole, and don't repeat yourself

## ➲ Style

- Adopt a positive, confident tone - neither too modest nor too arrogant
- Always support what you say with evidence
- Be honest and don't over exaggerate what you've done
- Always relate what you've done to the position for which you are now applying - concentrate on what is relevant *now* and emphasise your experience accordingly

# Useful Words for your CV and Covering Letter

## Communication...

| | | | | |
|---|---|---|---|---|
| Addressed | Co-ordinated | Introduced | Recommended | Suggested |
| Advised | Corresponded | Lectured | Reconciled | Summarised |
| Argued | Counselled | Led | Referred | Trained |
| Briefed | Debated | Liaised | Related | Translated |
| Chaired | Directed | Mediated | Renegotiated | Tutored |
| Coached | Encouraged | Met | Reported | Umpired |
| Commanded | Explained | Named | Responded | Validated |
| Communicated | Guided | Negotiated | Reviewed | Verified |
| Consulted | Handled | Nominated | Showed | |
| Contacted | Helped | Persuaded | Sold | |
| Converted | Influenced | Presented | Specified | |
| Convinced | Instructed | Promoted | Spoke | |
| Co-operated | Interviewed | Recognised | Stated | |

## Making changes...

| | | | | |
|---|---|---|---|---|
| Accelerated | Dropped | Increased | Perfected | Stimulated |
| Added | Edited | Induced | Reduced | Straightened |
| Adjusted | Eliminated | Innovated | Re-evaluated | Streamlined |
| Balanced | Enhanced | Integrated | Rehabilitated | Stripped |
| Changed | Enlarged | Intensified | Renovated | Tightened |
| Combined | Expanded | Maximised | Reorganised | Transferred |
| Corrected | Followed up | Moderated | Revamped | Transformed |
| Decreased | Heightened | Modified | Revised | Trebled |
| Diminished | Improved | Moulded | Simplified | Updated |
| Doubled | Improvised | Moved | Smoothed | |

## Achievements...

| | | | | |
|---|---|---|---|---|
| Accomplished | Built | Demonstrated | Proved | Solved |
| Achieved | Caused | Effected | Realised | Succeeded |
| Attained | Compiled | Organised | Resolved | Won |
| Authored | Completed | Produced | Satisfied | |

## Start...

| | | | | |
|---|---|---|---|---|
| Arranged | Developed | Fostered | Launched | Raised |
| Assembled | Devised | Founded | Made | Set Up |
| Began | Drafted | Generated | Originated | Shaped |
| Co-founded | Drew Up | Initiated | Piloted | Started |
| Conceived | Established | Inspired | Pioneered | Undertook |
| Constructed | Formed | Instituted | Planned | |
| Created | Formulated | Invented | Prepared | |

## Maintain...

| | | | | |
|---|---|---|---|---|
| Assured | | | | |
| Conditioned | Ensured | Maintained | Ran | Serviced |
| Consolidated | Galvanised | Monitored | Regulated | Supported |
| Continued | Insured | Policed | Reinforced | |
| | Kept | Prevailed | Secured | |

**Get...**

| | | | | |
|---|---|---|---|---|
| Acquired | Earned | Maintained | Ran | Serviced |
| Awarded | Extracted | Monitored | Regulated | Supported |
| Chose | Gained | Policed | Reinforced | |
| Collected | Hired | Prevailed | Secured | |

**Find/search...**

| | | | | |
|---|---|---|---|---|
| Checked | Found | Located | Researched | Sought |
| Discovered | Highlighted | Looked | Scouted | Studied |
| Examined | Inspected | Perceived | Scrutinised | Surveyed |
| Explored | Investigated | Pinpointed | Sifted | Unearthed |

**Describe...**

| | | | | |
|---|---|---|---|---|
| Catalogued | Defined | Detailed | Mapped | Recorded |
| Clarified | Described | Formalised | Marketed | Substantiated |
| Classified | Designated | Highlighted | Proposed | Worked |
| Composed | Designed | Identified | Produced | Wrote |
| | | Illustrated | | |

**In charge...**

| | | | | |
|---|---|---|---|---|
| Administered | Controlled | Headed | Ordered | Took Over |
| Authorised | Dealt | Influenced | Presided | |
| Captained | Delegated | Managed | Promoted | |
| Conducted | Employed | Mastered | Represented | |
| Contracted | Governed | Officiated | Spearhead | |

**Numerical/
Computational...**

| | | | | |
|---|---|---|---|---|
| Audited | Computed | Networked | Profited | Systemised |
| Budgeted | Correlated | Paid | Programmed | Tabulated |
| Calculated | Financed | Processed | Scheduled | |

**Send/give...**

| | | | |
|---|---|---|---|
| Delivered | Distributed | Publicised | Submitted |
| Dispatched | Forwarded | Revealed | Supplied |
| Displayed | Placed | Sent | |

**Decision...**

| | | | | |
|---|---|---|---|---|
| Allocated | Appreciated | Assumed | Diagnosed | Interpreted |
| Allotted | Arbitrated | Decided | Elected | Justified |
| Appraised | Assessed | Determined | Evaluated | Prioritised |

**Positive action...**

| | | | | |
|---|---|---|---|---|
| Aided | Enacted | Foresaw | Performed | Structured |
| Applied | Enjoyed | Implemented | Played | Surmounted |
| Aspired | Enlisted | Incorporated | Pleased | Targeted |
| Assimilated | Exceeded | Involved | Prompted | Travelled |
| Assisted | Executed | Motivated | Provided | Unified |
| Attended | Expedited | Orientated | Screened | Used |
| | Experienced | Participated | Served | Utilised |

**Other Useful
Action Words...**

| | | | |
|---|---|---|---|
| Accompanied | Closed | Expended | Finalised |
| Appointed | Concluded | Facilitated | Prohibited |
| Assigned | Exhibited | Familiarised | Stopped |
| Brought | Filed | | Tested |

**Positive words to describe your best attributes**

| | | | | |
|---|---|---|---|---|
| Ambitious | Dependable | Experienced | Practical | Successful |
| Able | Distinctive | Fair | Proficient | Technical |
| Active | Effective | Helpful | Punctual | Thorough |
| Capable | Efficient | Honest | Qualified | Thoughtful |
| Competent | Energetic | Honourable | Reliable | Tolerant |
| Confident | Enthusiastic | Humorous | Resourceful | Understanding |
| Conscientious | Excellent | Imaginative | Responsible | Useful |
| Consistent | Exceptional | Loyal | Sincere | Versatile |

**Thanks to Manchester Metropolitan University Careers Service for this word list.**

**Example CV**

# JENNIFER BRAHMS

2 Green Lane, Exeter, Devon, EX6 6SE,
Tel: 01342 875800    Mobile: 08947 28562    Email: jenny.brahms@virgin.net

## CAREER OBJECTIVE

An enthusiastic Geography finalist with understanding of ecological management issues in addition to practical habitat restoration experience. Now looking to build on recent work with national and regional environmental organisations and to use well developed analytical and interpersonal skills in a visitor-focused conservation environment.

## RELEVANT WORK EXPERIENCE

**2018-2019  SCICON, Springville, California**
- Responsible for leading groups of children (11 - 12 years of age) along trails in order to discover the  rich and diverse bird life
- Reinforced student learning of bird adaptations, ecological roles and how to use binoculars and field guides
- Devised tasks and activities for the groups to complete
- Facilitated visitor surveys to gauge usage and interests of the children

**2018        RSPB Ynys-hir Nature Reserve, Machynlleth**
- Organised and prioritised personal work schedule
- Recorded and analysed visitor numbers following national campaign
- Reported findings at RSPB Wales conference via a presentation to 180 delegates
- Contributed to team-focused working environment, liaising effectively with colleagues

**2017        Devon Wildlife Trust, Exeter**
- Cleared river bank for re-introduction of otters as part of a small team
- Designed and prepared publicity material in advance of project commencement
- Negotiated with printers, suppliers and external organisations

## OTHER WORK EXPERIENCE

**2014 - 2015  Waitress, Pizza Express, Exeter**
- Communicated with customers to ensure quality service in a fast-paced environment
- Developed interpersonal and prioritisation skills

## ADDITIONAL SKILLS

**Languages** French (conversational verbal ability and basic written)
**IT** Competent use of MS Office (Word, Excel and Powerpoint), email and internet software
**Full clean driving licence**


## EDUCATION AND QUALIFICATIONS

2016 - 2020 **Aberystwyth University**
BA (Hons) Geography (expected 2:ii)
Relevant modules
- Environmental Management
- Analysis and Presentation of Quantitative Data

2009 - 2016 **Exeter School**
A levels: Geography (B), English (C), French (D)
GCSEs: 8 at grade A-C (including Maths and English)


## OTHER ACHIEVEMENTS

2017 - 2018 **Aberystwyth University Tennis Team (1$^{st}$)**
Ladies' Captain
- Organised six matches against other Welsh universities
- Raised £400 in sponsorship for team kit

2011 - 2016 **Member of Exeter Youth Orchestra**
- Flute (Grade 6)


## INTERESTS

I am a member of the RSPB and the Devon Wildlife Trust and enjoy keeping up to date with environmental issues. I also enjoy going to the theatre to watch contemporary dance and drama, travelled extensively in Europe during the summer of 2012 and enjoy learning about other cultures.


## REFEREES

Dr Cirque Moutonne
Dept. of Geography and Earth Sciences
Aberystwyth University
Penglais
Aberystwyth
SY23 3DB
Tel: 01970 62xxxx
Email: xxx@aber.ac.uk

Mr Dyfrgi Otter
RSPB Ynys-hir Nature Reserve
Cae'r Berllan
Eglwys-fach
Machynlleth
SY20 8TA
Tel: 01654 700xxx
Email: xxx@rspb.org.uk

⮂ **Posting your CV online**

- Just remember, there are reputed to be millions of CVs floating around out there in cyber space. Recruitment companies get many hundreds of CVs posted every day
- Many job seekers post CVs because they *can,* not necessarily because they have the qualifications for the job
- It is important that you take the time to understand what the position requires and try to ensure your talents match the needs of the company
- CVs will be searched by keywords. Make sure you have the right ones for the kind of job you are looking for
- Whether you have applied for a job online with a specific company or through a recruiter, it's always good to make a follow-up phone call to find out the status of your application. It also will help determine if the CV got to the right place

⮂ **Emailing your CV**

- Employers will say whether or not they will accept emailed CVs. Use the body of your email for the covering letter. Don't just write three lines! Send your CV as an attachment in Word .doc format
- Email it to yourself first to check the formatting hasn't gone haywire. It is probably wise to say that you will also send a hard copy in the post

⮂ **Electronically scanned CVs**

- There are a number of different packages which employers can use to scan CVs. These systems have artificial intelligence which reads the text and extracts key words from your CV and matches them against the criteria specified in the job description and person specification
- Make sure the skills identified for the job appear in your CV. That is, **use the same language that they have used**
- To find out more see - http://lifehacker.com/5866630/how-can-i-make-sure-my-resume-gets-past-resume-robots-and-into-a-humans-hand

⮂ **Web CVs**

For certain kinds of technical or creative jobs, a web CV could be a useful addition. You can include the address in an email or letter. Be very careful not to include sensitive information in your web CV if it is in the public domain.

## Resources

⮔ **Careers Service Leaflets**

CV Checklist
CV Checklist—Part-Time/Casual Work
Covering Letters
Speculative Applications
What Do Employers Really Want?

## Location and Contact Details

⮔ **Careers Service**

Students' Union (next to the Union Shop)
Open Monday—Thursday 9 am—5 pm and
Friday 9 am—4.00 pm
Closed 1 pm—2 pm
Tel:  01970 622378
E-mail:  careers@aber.ac.uk

## Careers Adviser Sessions

Experienced Advisers are available—you can 'drop in' with quick queries or to have your CV checked. Alternatively, you can book, or be referred on to, longer careers appointments to discuss things in more depth.

**Drop in sessions (c.15 mins) are available on a first come, first served basis.**

To book a longer appointment, come and see our Reception Team or phone them on 01970 622378.