



## POST ACADEMY SUPPORT

### Week 8: CVs

#### During this exercise, you will learn:

- To create an effective CV.
- To include all relevant information.
- To access and use the National Careers Service website.



Welcome to the eighth week of the SCC Post Academy Support documents. Over the past seven weeks, we have been revising on our knowledge of IT. However, today we are going to be looking at how to create an effective CV that is engaging and persuasive.

#### CVs – an overview.

A recent study by 'Qlik' showed that 92% of employers required their workforce to understand the fundamentals of computing and the course you completed gave you just that! Now is the time to show these companies what you can bring to their workforce and that starts with a well written Curriculum Vitae and cover letter.

As a reminder, a CV is 'a brief account of a person's education, qualifications, and previous occupations, typically sent with a job application' and its purpose is to get you to interview. Think of it as a sales pitch to prospective employers to show how you can help them to develop their company. Each CV should be tailored for the position that you are applying for.

The next page will recap what you learnt on the course concerning how to make your CVs shine so that you are afforded that opportunity to wow them at interview. Let's go.

## CVs

There is no hard and fast rule about how a CV should be laid out or what exactly should be included in one but there are some features that should be adhered to in order to maximise your chances of getting an interview. In class, we suggested that a CV be laid out in the following way:

### Contact Details

- Your name should be at the top of your document - no need to add CV or curriculum vitae.
- Your full address and postcode should be added.
- Include a telephone or mobile number - give the number you're most likely to be available on during the working day.
- You'll need an email address - always use a professional sounding one.
- Leave out details like your age, date of birth, marital status and nationality. These are not required.
- If you have a profile on a professional social media site like LinkedIn, you can add a link to it on your CV.

### Personal Profile

- This is a few short lines that sum up who you are and what you hope to do. Think about the job you want and what the employer is looking for. Make your profile highlight that you're the right person for the job.

### Education

- Include the names of your qualifications
- Add the school, college or university where you studied and the dates that you attended.
- If you're older and have had several jobs you might want to change the order and display your work history and skills first.

### Work experience

Include work placements, volunteering and any paid jobs you've held. You'll need to give details of:

- the employer, with most recent first
- the title of the job
- the dates you worked
- a brief outline of what you did - usually 2 to 3 lines
- Use active words to highlight your strengths and skills for example, 'organised', 'created', 'built', 'managed' or 'planned'.
- Give positive examples of your achievements rather than just listing duties. You can use the STAR method to help.
  - **Situation:** Set the scene and give the necessary details of your example.
  - **Task:** Describe what your responsibility was in that situation.
  - **Action:** Explain exactly what steps you took to address it.
  - **Result:** Share what outcomes your actions achieved.
- If you're applying for your first job, you can focus on skills you've learned through projects, part-time work, schoolwork experience, internships, placements or volunteering.

## Skills

- Now is not the time to be shy. List all of the strengths that you have that make you good for the role.
- Remember to be as specific as you can e.g. 'proficient in Microsoft Office' is good; phrases like 'punctual' and 'good worker' won't really add much!

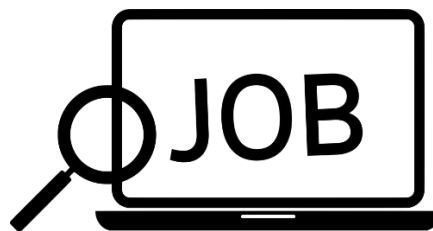
## Activities

- Use examples that show you have skills that are relevant to the job. This section is useful if you do not have much work experience.

## References

- You can leave out the details of your references at this point. The recruiter will ask for these when you get through to the next stage.
- "References available on request" is sufficient.

Depending on the person you speak to or website that you visit, these may be organised differently or even called different things (a personal statement is often called a personal profile for example), but you will notice that most of the information provided is the same. By holding CTRL and clicking on the image below, you will be directed to the National Careers Service page on writing CVs where you can recap and extend your knowledge concerning this important document. During this exercise, if you learn something new or think of a way to improve your CV, remember to update yours and upload it to the Find A Job website (linked below).



***Have a great day, keep learning and stay tuned for another SCC Academy email next week!***