

YOUR CV

YOUR PERSONAL ADVERTISING BILLBOARD

GET NOTICED; GET INTERVIEW; GET JOB!



you want.

Most CVs get about 6 seconds to impress. They may even be scanned by a robot first. CV's need to get to the point. All on one side of A4. Punctuation, spelling, abbreviations or grammatical errors will find your CV landing in the bin. Only include information if it's relevant to the job



Most recruiters don't finish reading CV's. They have so many to scan they lose interest if they can't see info that ticks the boxes that make you right for the advertised job. It's business. They are only interested in whether you can do the job. They don't care at this stage what a wonderful person you are.

Layout and Presentation

It needs to be easy to read!! Good presentation will help the employer continue reading. Examples below are all on one page. Photos are more of an American style. You do **NOT** need to include a photo, your National Insurance Number or even date of birth!! Do your bit to prevent your own Identity theft!



PROVE IT!

Anything you claim needs to be proved "good at time management?".... how can you PROVE this claim?....never late for college? Never late for lessons? All assignments handed in on time?....give them some figures...100% attendance? Tell them.... "I have 100% attendance at college".... "ambitious and driven" ... easy to type, harder to PROVE...most CV's make unsubstantiated claims...without backing your claims up, the employer will move on to the next CV...

Specific Skills and Soft Skills



Specific (hard) skills are something we learn – how to drive a car, touch type, use software, particular tools, machinery or IT. The job may require certain specific skills....look at the essential

requirements of the job....on your CV highlight all the specific skills you already possess that are needed for the job advertised. You should be able to demonstrate you have at least 80% of the skills mentioned in the job requirements. **THIS IS REALLY, REALLY IMPORTANT – THIS IS WHAT EMPLOYERS LOOK FOR – A MATCH**



Personal Qualities or soft skills are part of who we are....conscientious, ambitious, caring, patient....think about your character and try to match your gifts or characteristics to the role of the job...if you get bored by details, accountancy may not be for you!! If you hate spiders, forget about plumbing...Are you a good fit for the job in terms of specific skills **AND** soft skills?

See slides on Applying for a Specific Job vs Applying ‘Speculatively’ (no job advertised) on next link on Website



BE CV SAVVY

A CV IS YOUR OWN PROMOTIONAL BILLBOARD.

MAKE IT WORK FOR YOU!!

USEFUL WEBSITES

<https://zety.com/blog/what-skills-to-put-on-a-resume>

<https://www.careeraddict.com/best-cv-examples>

<https://standout-cv.com/blogs/cv-writing-advice-blog/115702276-example-of-a-good-cv>

<https://resumegenius.com/how-to-write-a-resume/skills-section-writing-guide/top-10-soft-skills-list>

REMEMBER....

Never lie or make stuff up – you will probably lose your job if the truth comes out – or just have a really embarrassing interview.....

Always have 2 or 3 job applications on the go at once; if you have other 'live' applications, it won't matter so much if one doesn't happen...it's just easier to maintain motivation if you've got another interview to prepare for....

NOW USE THE SKILLS GRID TO MAP YOUR ABILITIES...

YOUR SKILLS CHECKLIST – WHAT CAN YOU DO? – PROVE IT!

ADD TO THIS LIST.....

Can you...?	YES	NO	
Drive a car?			Learning?Held licence for....how long?
Speak another language?			Fluent? More than two?
Mental Arithmetic?			Can you add up in your head?
Touch Type?			How many words a minute?
Software Proficiency?			Packages/applications/languages – all sorts of software – what can you use?
Coding?			Languages?
Report Writing?			When have you done this?
Manual Tools			Which ones?
Book Keeping? (Accounts)			When have you done financial accounting?
Data Analysis			Dealing with %%%s
Social Media Platforms			Which ones?
Presenting Data Verbally			At college?
Specialised equipment – CNC/Laser cutters/cameras/video/etc			Which ones? When?
AND YOUR 'SOFT' SKILLS?			

LEADERSHIP WHEN? WHAT DID YOU DO?

SOLUTION FOCUSSED? HOW DO YOU KNOW YOU LIKE SOLVING PROBLEMS? WHEN DID YOU?

PRESENTING INFO TO A RANGE OF PEOPLE? CAN YOU? HOW DO YOU KNOW?

PUNCTUAL? WHAT % OF LESSONS HAVE YOU BEEN ON TIME FOR?

MEETING DEADLINES? ALWAYS GET WORK IN ON TIME?

ETC ETC ETC.....

ALISON CONNELLEY
18 SCOTSDEN DRIVE, LIVERPOOL, MERSEYSIDE, L43 3CT
01524 222134

PERSONAL PROFILE

I am a second year Business Management student at the University of Birmingham. I have developed excellent analytical and leadership skills through my degree, as well as key customer service and communication skills through my part time job at The French Shop. My determination and dedication is highlighted by my achievement of a black belt karate. I am now looking to further develop and use my skills in a year in industry placement, specifically in marketing.

EDUCATION

BSC BUSINESS MANAGEMENT | FIRST YEAR AVERAGE: 68%

SEPTEMBER 2016 - PRESENT

- 1st Year: Principles of Marketing (72%), HR (58%), Analytical Techniques (58%).
- 2nd Year: International Marketing, Consumer Behaviour, Organisational Management.

HUNTS MONK SCHOOL, WELWYN, HERTFORDSHIRE AL9 8NN

2012 - 2018

- A level: Business Studies, Economics, General Studies, Photography (AAA/A)
- GCSE: Maths, English, Science (AAB) & additional GCSEs grade C or above

WORK EXPERIENCE

THE FRENCH SHOP | SALES ASSISTANT/CASHIER

SEPT 2016 - PRESENT

- Serving customers and dealing with their requests.
- Cash handling on the checkout and in the locking up of tills.
- Dealing with customer queries, customer complaints, and refunds on the Customer Service Desk.

ONE & ONE | BAKERY PRODUCTION/SALES ASSISTANT

SEPT 2010 - 2016

- Stock replenishment and packing jobs.
- Conducting quality tests.
- Have to work efficiently and within a team to avoid a back log of stock.
- Serving customers and dealing with their queries, orders and requests.

ADDITIONAL SKILLS AND INTERESTS

- Linguistic: can speak confidently in French and Spanish.
- Special Needs Assistant: I have had training during my secondary education, working with children aged between 10-16 years old with learning difficulties.
- Trained for 7 years in karate, qualified as a black belt.
- Sign language - basic level of sign language.

John Smith
IT Project Manager

IT Professional with over 10 years of experience specializing in IT department management to commercial laptop companies. I can implement effective IT strategies in fast and global markets. My greatest strength is business acumen, which enables me to personally monitor all resources and expenditures, bring a change in skills in a business.

Experience

2016-17 - Senior Project Manager
Active laptop, LLP

- Oversee all major financial projects for 20+ years, focus on cost reduction.
- Responsible for strategy, planning, and developing IT project strategies.
- Implement and deliver highly successful sales, marketing and design projects.
- On track by 10% in time and resources.
- Reduced the costs of IT infrastructure in 2015 by successfully migrating the server environment resulting in over \$50,000 of annual savings.

2014-15 - Junior Project Manager
Active laptop, LLP

- Responsible for logistics and administrative services costing over \$2M.
- Developed systems with hardware and operating systems.
- Successfully migrated services to new data and backup.
- Implemented new server solution at over 1000 points.
- Managed projects for two leading for all IT support offices.

2012-13 - IT Support Officer
Deemedwell, HQ

- Provided support for project managers and laptop staff for 7 years.
- Managed over 200 infrastructure performance analyses and reports.
- Implemented a new training document, saving project time over 10%.
- Successfully reduced over 200 issues in regards to IT infrastructure.

Education

1910-15 - Master of Computer Science, University of Maryland

2010-15 -

- Completed honors thesis work.
- Advanced program graduate - eligible to study advanced study and research.
- Managerial degree project to develop a strategy for project.

1910-15 - Bachelor of Computer Science, University of Maryland

1990-15 -

- Completed honors thesis work.
- Master of studies - completion of Computer Science.
- Managerial degree project to develop a strategy for project.

Certifications

2010-15 - PMP - Project Management Institute

2007-11 - CAPM - Project Management Institute

2000-04 - Microsoft Foundation

SEAN HUGHES
27 Ockley Ave, Birmingham, B9 12TH | 0121 618 0756 | CH.S.Hughes@birmingham.ac.uk

SUMMARY

International Business Manager, extensive sales, company visits and export compliance expertise through international management experience. Regional and Global, with extensive written, oral and interpersonal communication skills. Successful in building and managing dynamic teams.

HIGHLIGHTS

- Team control
- Project management
- Strategy planning
- Resource management
- Self development
- Quality assurance
- Cost awareness
- Policy implementation
- Team leadership
- Performance targets

EXPERIENCE

Business Manager

Feb 2016 to Present

UTS Systems - Birmingham, England

- Monitor efficiency of administrative processes by completing paperwork in a timely manner and ensuring proper filing of every document.
- Optimize the processes to ensure high team performance.
- Identify team members to ensure individual performance and to realize department goals.
- Monitor goals of improvement for team control and initiate a budget.
- Reduce expenses by increasing sales and ensuring team work efficiency.
- Reduce employee turnover, ensuring individual to help.
- Implement safety policies to reduce or eliminate incidents.

General Manager

Apr 2006 to Oct 2016

Global Performance Services - London, England

- Optimized site policies and safety procedures.
- Managed, trained, and trained new staff.
- Maximized operational efficiency and reduced the amount of waste.
- Increased market share by ensuring total client satisfaction and ensuring schedules.
- Managed global customers and trade shows to maintain knowledge and network.
- Utilized information from administrative staff, non-client feedback, and other departments managers to make informed decisions regarding operational changes.

General Manager

Oct 2005 to Oct 2006

Comprehensive Reporting Service, LLC - Birmingham, England

- Managed team of 10 client support professionals with over 100 million requests.
- Managed global customer support by responding to client work promptly.
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