

CV Checklist

➔ KEY POINTS TO REMEMBER

- You have about 5 seconds to make an impact on potential readers when they first look at your CV, to persuade them to read on
- The CV is a marketing tool and it is your one chance to stand out from the crowd and get yourself noticed
- Companies spend millions of pounds on marketing strategies for their products; you have two pages
- You need to present yourself effectively enough at the start of the CV to attract attention and convince the employer to keep reading - remember those 5 seconds!
- The purpose of a CV generally is to get you an interview, not necessarily a job
- Use the job description to help you focus and tailor your CV specifically each time you use it and to address the advertised criteria effectively
- BE HONEST!

➔ HOW TO PRESENT THE INFORMATION

- Be concise, clear and professional
- Assume that your CV will only be scanned in the first instance, not read thoroughly as you would wish
- Put yourself in the employer's shoes and then think again about your CV

If you were an employer and you had recently advertised a job, then 150 CVs landed on your desk, how would you feel about reading all of them? Would you scan through them quickly and pick out a few that somehow attract your attention? What would you really be looking for to help you decide on which ones to call for interview?

Having considered things from the employer's perspective, now think again about what you have included in your CV and how you have presented the information. You only have two pages but you can't cram them full of text or employers will never read them. Ensure that you really get maximum impact from every single word that you use.

- Show the employer that you are well suited to do the job and that you have the relevant competencies (skills, knowledge, experience and personal attributes)
- Be sure that you understand clearly what the employer is looking for as well as appreciating all the skills and abilities that you have already developed from all aspects of your life to date
- All the clues you need are in the vacancy details, job description and person specification. If you don't have these then you need to do some more general occupational research to explore the range of competencies that you are likely to require. See www.prospects.ac.uk/job-profiles for more information.

The example offered overleaf is **only one possible** way that you can present your CV. You may not want to use all the headings noted or to place them in the order given, but it does give you an indication of how you could present yourself effectively. Remember that this is packed onto one page for the sake of this handout but that you are more likely to use **two pages**.

For more detailed information on producing a CV, including advice on layout and formatting, ask for a copy of our CVs booklet .

For further tips and hints on writing your CV and to view other examples, visit -
<https://www.prospects.ac.uk/careers-advice/cvs-and-cover-letters>
<https://targetjobs.co.uk/careers-advice/job-hunting-tools-downloads>

To get a better idea of your competencies, visit -
<https://targetjobs.co.uk/careers-advice/skills-and-competencies>

Take a look at our handout on what employers want -
https://www.aber.ac.uk/en/media/departmental/careers/pdf/whatempswant_en.pdf

www.aber.ac.uk/careers/

This information can be made available in alternative formats.
Mae'r wybodaeth hon ar gael yn Gymraeg. This information is available in Welsh.
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JENNIFER BRAHMS

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PERSONAL PROFILE

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

- 2017 **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
 - Developed communication and teamworking skills by liaising effectively with colleagues
- 2016 **Devon Wildlife Trust, Exeter**
- Cleared river bank for re-introduction of otters as part of a small team
 - Prepared publicity material in advance of work beginning
 - Developed team working and design skills

OTHER WORK EXPERIENCE

- 2013 - 2014 **Waitress, Pizza Express, Exeter**
- Took orders and was occasionally responsible for cashing up
 - 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

- 2015 - 2018 **Aberystwyth University**
BA (Hons) Geography (expected 2:ii)
Relevant modules
- Environmental Management
 - Analysis and Presentation of Quantitative Data
- 2008 - 2015 **Exeter School**
A levels: Geography (B), English (C), French (D)
GCSEs: 8 at grade A-C (including Maths and English)

OTHER ACHIEVEMENTS

- 2015 - 2017 **Aberystwyth University Tennis Team (1st)**
Ladies' Captain
- Organised six matches against other Welsh universities
 - Raised £400 in sponsorship for team kit
- 2010 - 2015 **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 2015 and enjoy learning about other cultures.

REFEREES

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