



meets
minority ethnic employment
& training support

Job Skills Part 1: CV Development



What is a CV?

A CV is:

Information about:

- you and jobs you have had
- your skills, education and qualifications
- your personal qualities



A CV is:

- usually the first thing an employer asks for when you ask about a job
- something you need to get a job in the UK
- your first chance to say why you are the best person for the job

A CV isn't

- like reading a big book
- talking about everything you ever did
- say anything negative about you or anyone else



Your CV should:

- be written out nicely with no spelling mistakes!
- be short- 2 sides of a sheet of A4 paper is normally enough
- be positive, talk about the things you are good at and success you have had
- make a good impression- this means giving information about yourself in a positive way.

Why do I need a CV?

- Lots of job applications ask you to send a CV by mail or email
- You can also send your CV to a place where you want a job for them to keep and look at in the future
- It helps you to apply for jobs- it reminds you of dates and skills when filling out application forms
- Bringing your CV to an interview can help you remember things. You can also leave a copy with the manager if they don't have one already
- Recruitment agencies may sometimes ask to see your CV before you can register with them



CV Do's & Don'ts

DO

- Be honest, don't say you have done things or had a job if you haven't
- Start with your most recent job- you have to write something to cover the past 5 years employers could ask about them. For example, highlight dates when you were travelling abroad or bringing up your child
- Think about the job you are applying for. You should change your CV a little bit for different types of job CVs dependant for example customer service or admin. Study the job description and/or find out more about the organisation then make any changes you need to make to your CV
- Use bullet points to make your CV easy to read
- Use short sentences make sure it's easy to understand
- Check your spelling– if you are using Word there is a spellchecker to help but be careful as it doesn't find every mistake
- Have a friend or someone else like a teacher read it over. They'll find mistakes or help you make it better
- When you do things like training, volunteer or get a certificate don't forget to add it to your CV

DON'T

- Write Resume or CV on top. Employers know it's a CV
- Write details of your references, employers ask for them when they need them. Just say 'references available on request'
- Use clichés- things everybody says that don't really mean much or sound like you mean it. Everyone likes to say they're a team player with great who can work under pressure. Instead, give real examples from your work experience to show you can do those things
- Use e-mail addresses that look unprofessional. Create a new email address that you can use for applications and make sure that you check it for responses every few days
- Write too much information. Don't include information about your age, sex, nationality, marriage or health



What skills are employers looking for?

The top 5 skills that employers look for are:

- Communication
- Teamwork
- Problem Solving
- Flexibility
- Time Management

So it's important to think about how you show these skills

Do the Skills and Qualities Activities

Now answer this question:

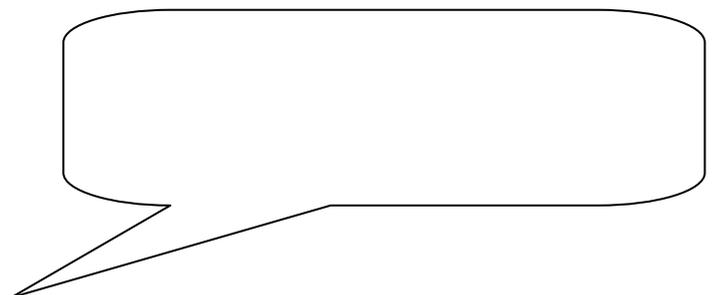
When do you use these skills:

in recent jobs

in volunteering

everyday life?

Take 5 minutes now to discuss these with a partner and write down some ideas of how you use or show these skills



Making A CV

Look at the CV on page 5 with your partner

Look at the order- what comes 1st what comes next

What can you say about it

What information is important?

What can you change to make this CV better?

**Remember some of the do's and don'ts
from Page 2**



Curriculum Vitae

Address: 78 Shaw Avenue, Pollok Street, Glasgow G43 1BP

Tel: 0798376689

Email: funkylady24@hotmail.com

DoB: 5th June 1982

Nationality: British

Gender: Female

Marital-status: Single

Personal Profile

I am the hard-working individual who enjoys working. I am excellent at meeting deadlines. I have two years of experience in business and I would like to contribute to a business with my excellent skills and past work experience.

Education & Qualifications

1992 – 1996 Pollok Primary School

1996 – 2002 Hillpark Secondary School

2002 – 2004 Cardonald College

October 2004 – June 2007 Glasgow University, BSc Psychology

Employment History

2011 – Present	Admin Assistant, Tesco Bank
2008 – 2011	Customer Service Assistant, Morrisons
2006 – 2008	Waitress, Café Central
2005- 2006	Cleaner, Cleaning Solutions Ltd.

Interests/Achievements

In my spare time I like going shopping and going out with my friends.

References

Mr John Brown

2 Hall Street,

Glasgow G2 7DB

0141 678 9999

CV Builder Template

The form below a basic CV. Try to practice some parts here:

Personal Profile- some information about you

Interests/Achievements- hobbies, free time and things you have done well

Name			
Address			
Telephone/Mobile			
Email			
Personal Profile			
Education History (in order of most recent first)			
Dates	School/College/University	Subjects Studied	
Employment/ Voluntary Experience (in order of most recent first)			
Dates	Position	Employer	Main tasks
Interests/Achievements (detail any training/awards/groups or clubs you attend)			
References available on request			

To make your own go to the My World of Work website account.

<https://www.myworldofwork.co.uk/user/register?destination=section%2Fwelcome-back>

Then use the CV builder to make CV

<http://www.myworldofwork.co.uk/landing-mycv>

We can help with this so ask for an appointment if you need to

Employment History

When you write information about your past jobs, write the job and the main tasks or duties you had.

You can use bullet points like this example below or use a table like on page 6

Try to do this for your last two jobs

Example

Jan 2013 – Apr 2014 Laptop Repair Engineer Glasgow I.T. Services

- Finding and fixing faults and problems in IT equipment
- Updating software and ordering new parts
- Managing deadlines and customer orders
- Talking with customers on the phone and by email

Personal Profile-This is to tell someone about your main skills and qualities and why you are a good person for the job. You can look the Buzz Words Sheet to help

I am good at (write your number 1 skill) and I (write your example of this skill)

I also have excellent (write your number 2 skill) and have experience of (write your example of number 2 skill)

I am a

(write your number 1 personal quality)

and

(write your number 2 person quality)

and like to (write an example of your number 1 personal quality)

CV Buzz Words

The words you use on your CV or application form should highlight the skills you have for the jobs you are applying for.

Below are some examples of words that you may find useful, with a brief explanation of what they mean and an example of how you might use them.

Word	Meaning	How to use
achievement	something you have excelled at	One of my greatest achievements was winning a prize in school for.....
bilingual	able to speak two languages	I am bilingual, being able to speak both Punjabi & English.
capable	able to do things well	I am capable of taking on a number of work tasks and seeing them through to completion.
committed	dedicated, giving all your attention to	I am extremely committed to my current role and have worked hard to make the project successful.
confident	feel sure of yourself	I am confident in my ability to communicate well with people from all backgrounds and age groups.
creative	able to use your imagination	I have been able to show my creativity in my work by.....
experienced	learned skills over time	5 years working in sales has allowed me to become experienced.
flexible	able to adapt	Our team is small and there are many responsibilities so I have to be very flexible.
leadership	able to lead a team or project	Volunteering as a supervisor has allowed me to develop my leadership skills.
motivated	keen to do things	I am very motivated and always give 110% to any job.
organised	being prepared	I am a brilliant organiser and always ensure that my work is completed in time.
responsible	to be in charge of someone or something	In meetings I am responsible for taking minutes and typing them up.
skilled	able to do something well	I am highly skilled in the care sector, having worked in various roles.
successful	able to achieve	One example of a successful project I have worked on is....
teamwork	sharing a task with others	My experience playing football in my community team has taught me the value of good teamwork.

Covering letters

Adding a covering letter when sending CVs to employers is very important. It is good practice to have a template covering letter to adapt each time. A covering letter is as important as your CV as it gives a picture of you that the facts and information on your CV don't

Your covering letter show your most relevant skills and achievements so that the employer can see that you have the qualities the job calls for.

Example:

Dear Mr/Miss/Mrs. Employer [or Sir/Madam],

I would like to apply for the position of _____, advertised on_____. Please find attached my CV.

As you can see from reading my CV, I have over _____years' experience working in _____, and these skills and experience make me the right person for the role.

In my previous job as a _____at _____I was responsible for [describe main tasks]. My experience and my passion for [insert type of work, i.e. customer service, construction etc.] will mean that I make a brilliant contribution to your organisation.

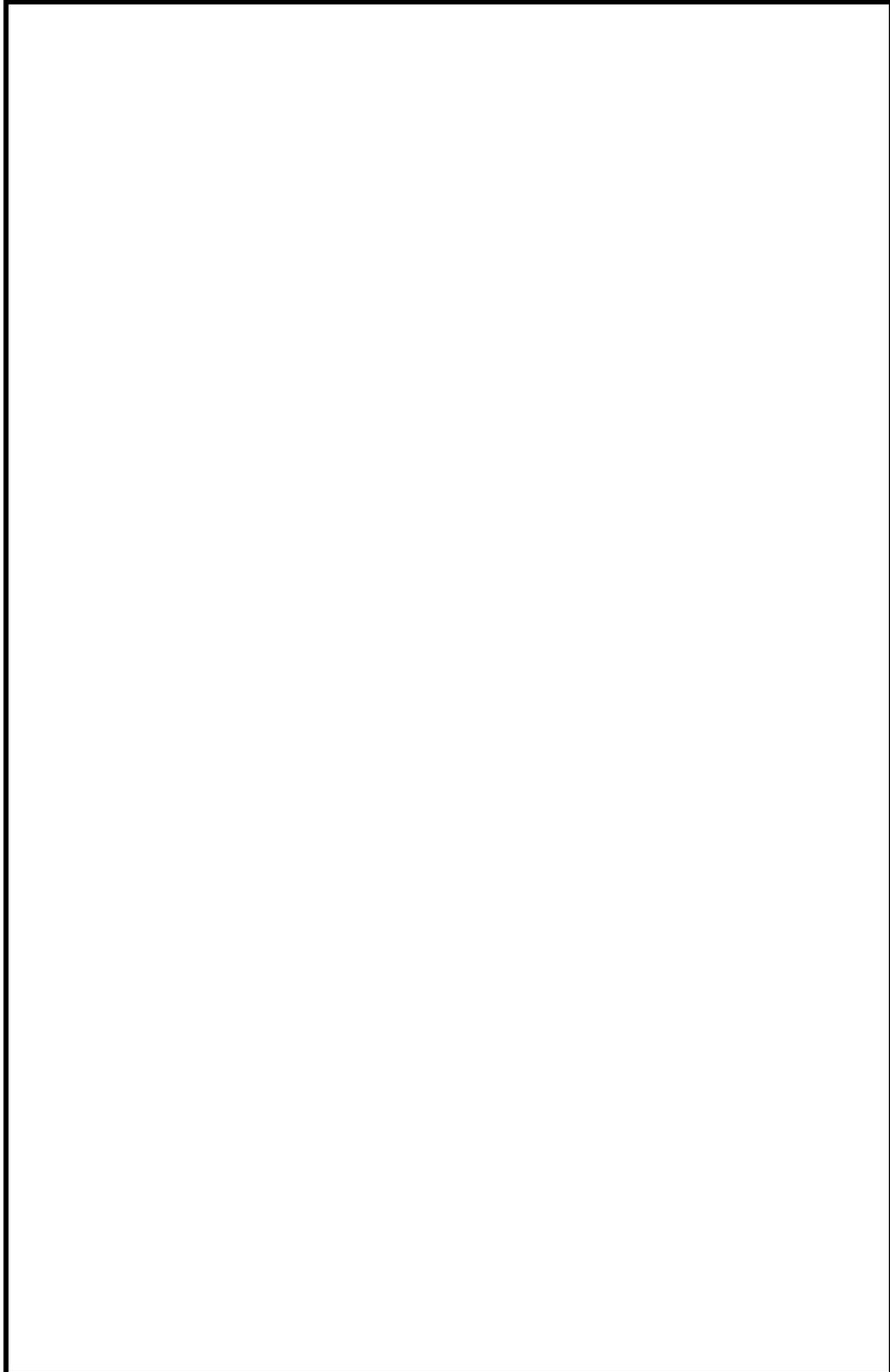
After leaving my job to start a family, I would like to start work again now that my children are school-aged.

I have continued to build my skills through volunteer work, and training courses.

Thank you for your time. I look forward to meeting with you to discuss the position.

Yours Sincerely,

Notes section



Employability Dictionary

- 1. apply for**
- 2. job search**
- 3. most recent**
- 4. covering letter**
- 5. responsible for**
- 6. duties**
- 7. stock**
- 8. experience**
- 9. achieve**
- 10. skill**
- 11. personal quality**
- 12. motivated**
- 13. covering letter**
- 14. relevant**
- 15. adaptable**



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