

# Career Essentials: Improve Your CV

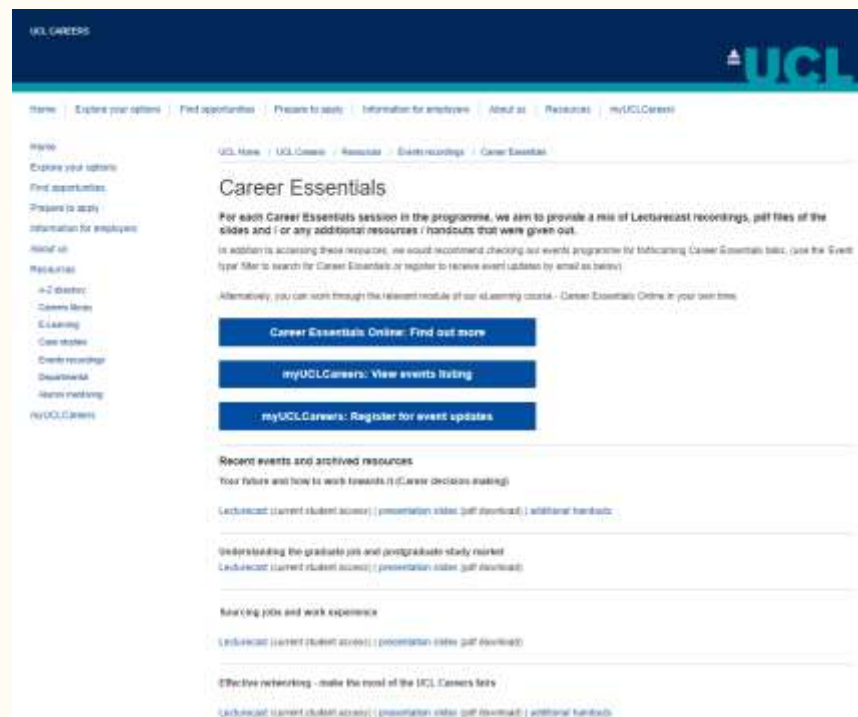
# Career Essentials programme 2019 - 2020

- 12 title lunchtime talks.
- Small Group Work sessions (CV).
- 3 title workshops covering LinkedIn, Mock Assessment Centres and MBTI Personality Profiling.
- 6 module e-learning course.

# Slides and recordings

<https://www.ucl.ac.uk/careers/resources/slides/career-essentials>

Search 'UCL Career Essentials'



The screenshot shows the UCL Careers website page for 'Career Essentials'. The page has a dark blue header with the UCL logo and navigation links: Home, Explore your options, Find opportunities, Prepare to apply, Information for employers, About us, Resources, and myUCLCareers. The main content area is titled 'Career Essentials' and includes a brief description of the program, a list of resources, and a section for recent events and archived resources.

**UCL CAREERS**

Home | Explore your options | Find opportunities | Prepare to apply | Information for employers | About us | Resources | myUCLCareers

UCL Home | UCL Careers | Resources | Events recordings | Career Essentials

## Career Essentials

For each Career Essentials session in the programme, we aim to provide a mix of Lecturer recordings, pdf files of the slides and / or any additional resources / handouts that were given out.

In addition to accessing these resources, we would recommend checking our events programme for forthcoming Career Essentials talks. Use the 'Event type' filter to search for Career Essentials or register to receive event updates by email as below.

Alternatively, you can search through the relevant module of our eLearning course - Career Essentials Online in your own time.

[Career Essentials Online: Find out more](#)

[myUCLCareers: View events listing](#)

[myUCLCareers: Register for event updates](#)

### Recent events and archived resources

Your future and how to work towards it (Career decision making)

[Lecture recording \(current student access\)](#) | [presentation slides \(pdf download\)](#) | [additional handouts](#)

[Understanding the graduate job and postgraduate study market](#)

[Lecture recording \(current student access\)](#) | [presentation slides \(pdf download\)](#)

[Finding jobs and work experience](#)

[Lecture recording \(current student access\)](#) | [presentation slides \(pdf download\)](#)

[Effective networking - make the most of the UCL Careers fairs](#)

[Lecture recording \(current student access\)](#) | [presentation slides \(pdf download\)](#) | [additional handouts](#)

# Talks coming up Oct 2019

Make the most of the UCL Careers fairs	1 <sup>st</sup> , 8 <sup>th</sup> , 16 <sup>th</sup>
Cover letters & application forms	3 <sup>rd</sup>
Improve your CV	4 <sup>th</sup>
An introduction to the graduate job market	7 <sup>th</sup>
Find and fund a PhD	9 <sup>th</sup>
Your future and how to work towards it	14 <sup>th</sup>
Better PhD Applications	15 <sup>th</sup>

# Small group CV sessions

- New this year
- Work on your CV in a group of up to 6 students, with an Applications Advisor
- October 3<sup>rd</sup>, 17<sup>th</sup>, 31<sup>st</sup>
- November 14<sup>th</sup>, 28<sup>th</sup>, December 12<sup>th</sup>
- 1.00 – 1.50pm, UCL Careers

# Quiz – What do you know already?

What is the point of a CV?

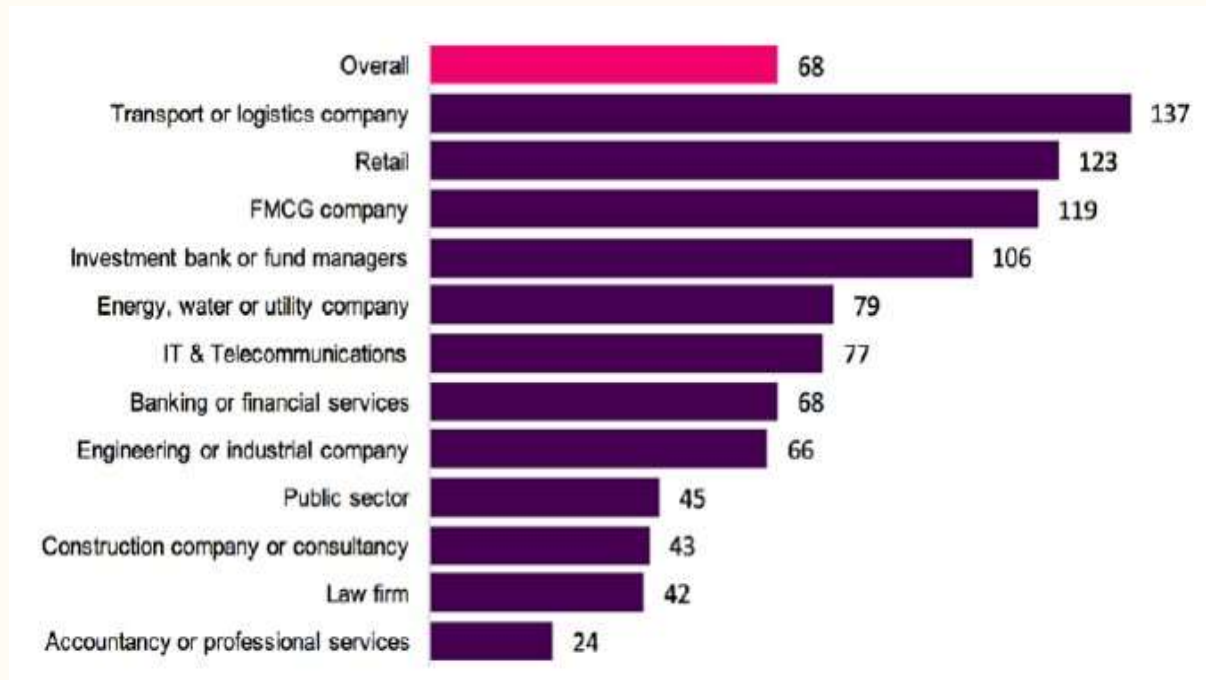
How long should a standard UK CV be? (Are there any exceptions?)

How long does the average employer take to review a CV?

# What we'll look at today

- See things from a recruiter's point of view
- Understand principles of good CVs
- Recognise importance of evidence and structure

# Sitting in the recruiter's shoes



Average number of applicants per vacancy AGR (now ISE – Institute of Student Employers) Recruiters 2016



# Step into the recruiter's shoes

Read the job advert for the GYK Graduate Scheme (spend 2 minutes)

What are they looking for?

EXERCISE: 2 minutes to make a judgement on each CV

Decide: **CALL / MAYBE / DITCH**

# Key elements: CV Structure

No right or wrong way but:

## **Presentation**

Distinct sections, cleanly formatted

Succinct using Bullet Points, avoid chunks of text

Check spelling and grammar –

“97% of hiring managers reject on the basis of 2 typos” Victoria

McLean, an ex-Goldman Sachs recruiter and founder of City CV

## **Logical structure**

Reverse chronological order

# Keep the reader's interest!

More **relevant**

More **room**

More **prominent**



Key information on the first page where possible

# Key elements: CV Content

## **Focused and targeted**

Tailored to the position –role requirements and competencies

Contain the right key words and phrases

## **Positive vocabulary:** active verbs

## **Provide supporting evidence**

Speak in terms of concrete achievements and detail exactly what you did

Draw evidence from all aspects of life including education, work/voluntary experience, interests.

Show you are global and can speak a number of languages

# A Profile should act like your personal CV 'film-trailer'



# Personal Profiles

## Poor

### Career Profile

A dynamic, motivated graduate currently studying towards a Geography degree at University College London. I am highly motivated and possess excellent research, time-management, communication, teamwork and IT system skills.

## Better

### Personal Profile

Numerate Postgraduate UCL Management student having taken relevant IT modules as part of Kings College undergraduate Geography degree

Broad and advanced database experience and programming skills including C++ & Java; award winning academics in Maths

Technology experience developed managed up to 3 staff in local IT-based community volunteering project including exposure to budget and relationship management

Presentation and influencing skills gained as member of UCL Geography department staff/student committee

# Signposting

Help the reader to find what they're looking for

'Mimic' keywords from the person specification

Bring keywords to the front of evidence using a '**point:** evidence approach'

What we're looking for:

- minimum predicted 2.1 degree in any discipline. Those from numerate disciplines are especially encouraged to apply
- research and analysis skills
- project management skills
- organisational skills to meet deadlines and work under pressure
- presentation and influencing skills
- leadership and teamwork skills

## Education

**University College London – MSc Management** 2017-present

1-year masters course that covers the key areas of accounting; finance; organisational behaviour; decision and risk analysis as well as business strategy.

**Kings College London – BA Geography**  
2.1

2014-2017

**Achieved Grade**

My degree dealt with the impact of human beings on the environment especially in relation to consumer behaviour and how it can be influenced. **Relevant final year options:** the effect of IT on post industrial economies, quantitative research techniques and project management units. Relevant skills gained:

- **research and analysis:** compiled a questionnaire and analysed around 200 'in-person' and telephone interview responses. Utilised complex statistical techniques (SPSS) to analyse data as well as creating excel-based pivot tables and graphs. Incorporated supporting results into a 40- page dissertation report on issues relating to immigration.

# Don't tell them! Show them with evidence

## Education

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2017-present

1-year masters course that covers the key areas of accounting; finance; organisational behaviour; decision and risk analysis as well as business strategy.

Kings College London – BA Geography

2014-2017

Achieved Grade 2.1

My degree dealt with the impact of human beings on the environment especially in relation to consumer behaviour and how it can be influenced. **Relevant final year options:** the effect of IT on post industrial economies, quantitative research techniques and project management units. Relevant skills gained:

**Research and analysis:** **compiled** a questionnaire and **analysed** around 200 'in-person' and telephone interview responses. **Utilised** complex statistical techniques (SPSS) to analyse data as well as **creating** excel-based pivot tables and graphs. **Incorporated** supporting results into a 40- page dissertation report on issues relating to immigration.

**Presentation and influencing:** delivered powerpoint-based presentations to audiences of up to 80 academics and peers on my research and project assignment including handling questions. Presented key issues affecting students on the Geography staff/ student committee including successful negotiation for revised lab timetables.



# EXPERIENCE: If you've got it, flaunt it

Employment (paid)

Internships

Work experience

Volunteering

Extra-curricular



**It's all EXPERIENCE...**

Consider how to market experience not directly industry relevant

Consider using themed section headings

Enables you to bring most relevant experience to the fore, even if it is not most recent:

Qualitative research experience

Consulting experience

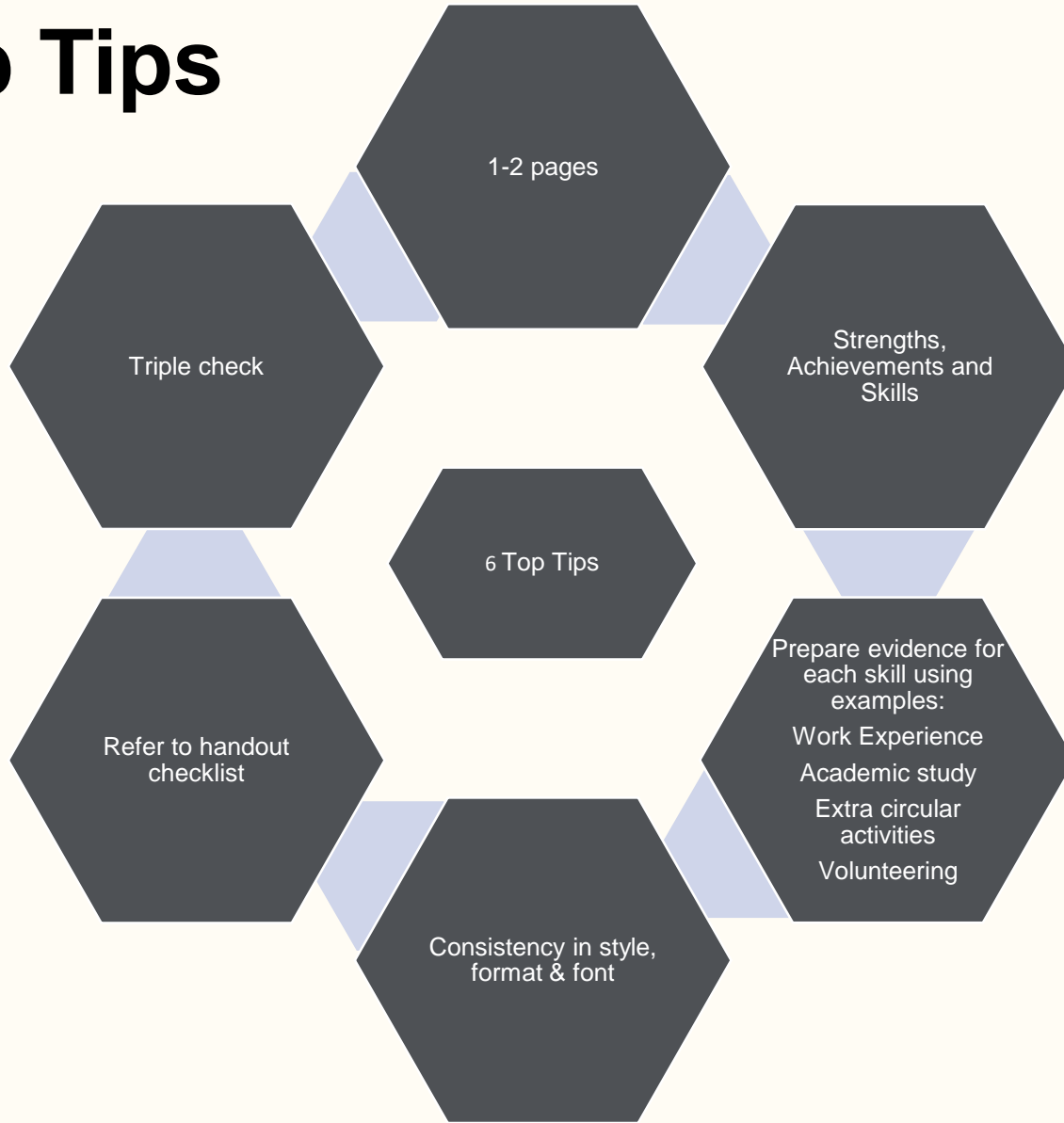
Commercial experience

Retail and Customer Service experience

Teaching and mentoring experience

Leadership experience

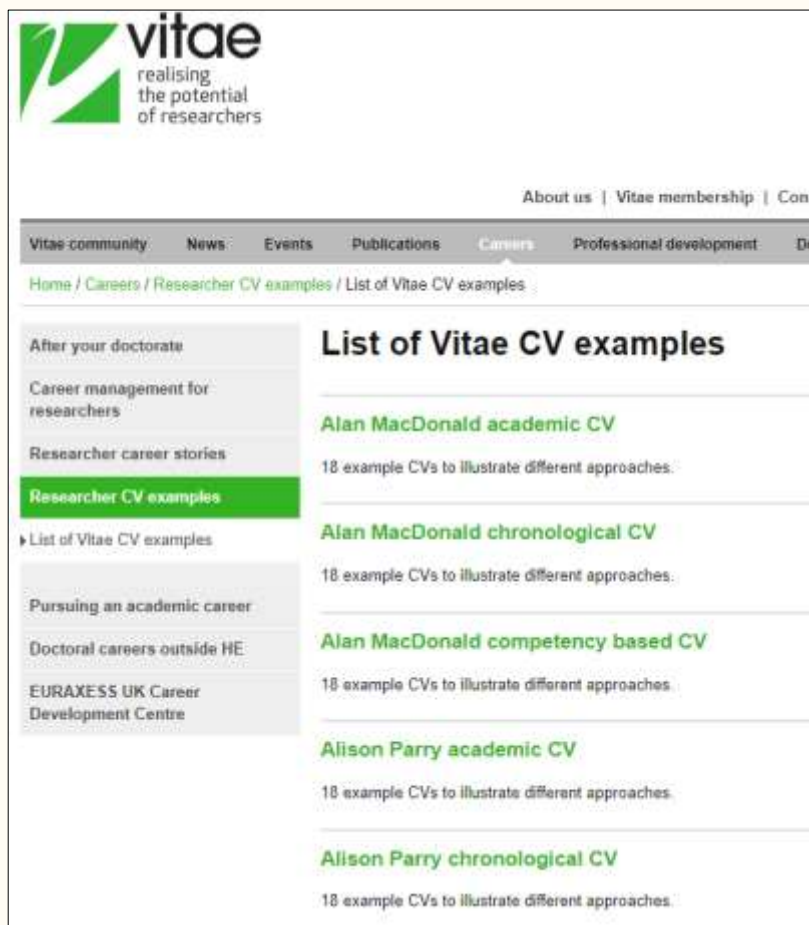
# CV Top Tips



# Additional resources

## Examples of Academic CVs

### VITAE



**vitae**  
realising the potential of researchers

About us | Vitae membership | Contact

Vitae community | News | Events | Publications | **Careers** | Professional development | Doctoral careers

Home / Careers / Researcher CV examples / List of Vitae CV examples

**List of Vitae CV examples**

After your doctorate

Career management for researchers

Researcher career stories

**Researcher CV examples**

▶ List of Vitae CV examples

Pursuing an academic career

Doctoral careers outside HE

EURAXESS UK Career Development Centre

**Alan MacDonald academic CV**

18 example CVs to illustrate different approaches.

**Alan MacDonald chronological CV**

18 example CVs to illustrate different approaches.

**Alan MacDonald competency based CV**

18 example CVs to illustrate different approaches.

**Alison Parry academic CV**

18 example CVs to illustrate different approaches.

**Alison Parry chronological CV**

18 example CVs to illustrate different approaches.

## Guidance for International CVs

### UCL GOINGLOBAL



Training | Marketing | Translate | Personal Account Login

**GoGlobal™**  
Jobs here, there, everywhere.

Home | Career Guides | Jobs | Internships | Employer Directory

**For Students**  
Global career intelligence

Let your career ambitions cross borders with expert advice on how to find a job or internship in your dream location or close to home.

**Don't have a GoGlobal Account?**

Create Account

and get access to extra features:

- Customized Homepage
- New Job Alerts
- Bookmark Content

**GoGlobal on the Go**  
Access via phone or tablet

**Career Guides**

Utilize our comprehensive career and employment resources tool kit filled with everything you need to find jobs and internships at home and abroad.

- Country Career Guides
- Global City Career Guides
- U.S. City Career Guides

**Job Search**

We update our job postings daily and give you the ability to search 18 million+ worldwide opportunities in the local language, as well as English.

**Internship Search**

View thousands of internship listings here, there, everywhere... Updated daily.

**Employer Directory Search**

Explore more than 450,000 corporate profiles to target key employers throughout 190 countries.

**Using GoGlobal**

- Intro Video
- Training
  - Webinars
  - Tutorials
- User Guide
- FAQ
- Staff Tools

**Search Content**

Keywords:

# UCL Careers 1 to 1 Support

- Applications advice (20 minutes)
- Short guidance (20 minutes)
- Practice Interview (60 minutes, on condition of real employer interview)
- Book online in advance using myUCLCareers

# Find us

4th Floor, Student Central Building, Malet Street

Mon-Thurs 9:30 - 17:00

Fri 11:00 -17:00

[careers@ucl.ac.uk](mailto:careers@ucl.ac.uk)

020 7866 3600



# Questions?

