

Career Essentials Group Work: CV Session



The session will begin at 1pm



Please make sure you have downloaded the example CV for the session. Scroll down to the additional handout under ‘Career Essentials Group Work: CV Session’:

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

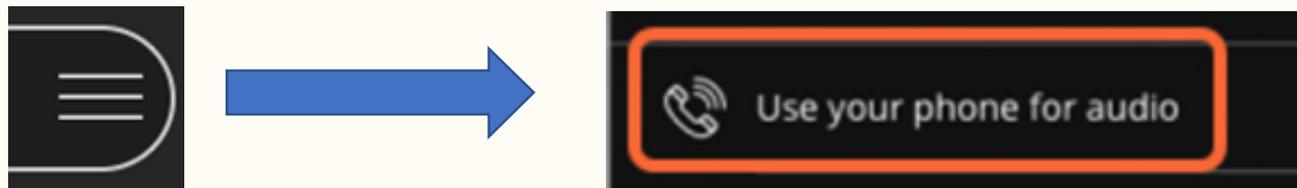
Career Essentials Group Work: CV Session

Logistics

- You may get an individual message from a member of Careers staff asking your full name for the register.
- Please be aware that moderators can see **all** chat messages.

Can't hear me?

1. Check your sound settings on your device
2. Try leaving the session and re-joining
3. Use the menu tool (top left) and select “use your phone for audio”



Career Essentials programme 2020 - 2021

- 13 title talks
- **Small Group Work sessions**
- 3 title workshops covering LinkedIn, Mock Assessment Centres and MBTI Personality Profiling.
- 6 module e-learning course

<https://www.ucl.ac.uk/careers/resources/elearning>

Why have you come along to the session today? What do you hope to get out of it?

Type your thoughts in the chat box

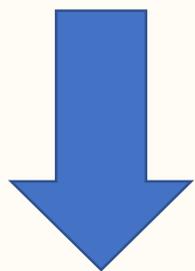
What we'll cover in this session

1. Basic components of a well-constructed CV
2. How and why you should tailor your CV
3. Evaluate CVs from the recruiter perspective
4. Gain peer feedback on your own CV

How this session will work

1. Start with a group activity. Your audio will be off for now. Please contribute to the discussions by typing in the chat box.
2. Move to breakout rooms where your audio will be connected. You will upload your CVs (PDF format) and discuss them in smaller groups.
3. Return to main room for closing discussions.

CV Review (1)



Download the example CV from here, under 'Career Essentials Group Work: CV Session':

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

CV Review (2)

Graduate Marketing Role Requirements:

- Excellent written and verbal communication skills
- Organisational skills with ability to meet deadlines
- Ability to work independently and within a team

Consider:

1. What are your first impressions of the CV?
2. Is the CV well-constructed and well-presented?
3. Is the CV effectively tailored for the role?

CV Top Tips (1)

- Demonstrate strengths, skills and achievements. Try to quantify results.
- Be specific – tailor CV to the vacancy and make it easy for the recruiter
- Use experience to evidence skills. Experience gained through education, work experience, volunteering, extracurriculars.

CV Top Tips (2)

- Make information as easy as possible to find
 - Layout - consistent style, size, font
 - Prioritise information
- Be concise (2 pages)
 - Consider using active words
 - Make sure everything included adds value
- Show attention to detail

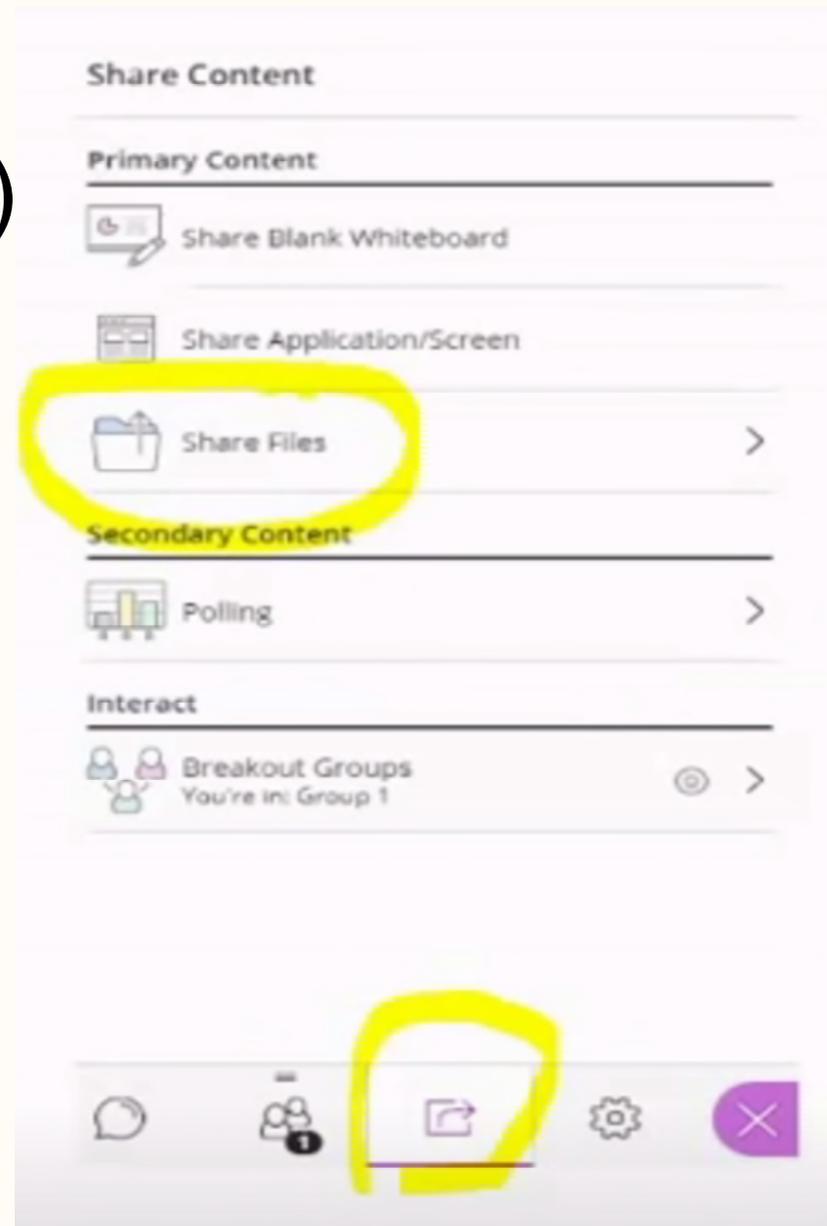
Reviewing Each Other's CVs (1)

- I will move you to breakout rooms in pairs.
- Your audio will be connected in the breakout rooms.
- Share your CV (PDF doc) in the breakout space. Make sure both of you has a chance to gain feedback (5 minutes on each CV).
- A facilitator will visit each group to answer questions.
- I will then bring you back to the main room when you will have the chance to feedback to the whole group.

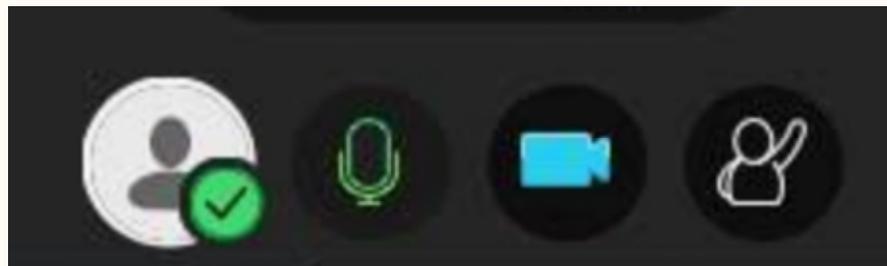
Reviewing Each Other's CVs (2)

- In your pairs decide who is going first. The first person should introduce their CV and explain the types of roles that are interested in applying for and the types of skills they hope to be showcasing.
- The CV reviewer should consider if the CV is highlighting these skills effectively. How could they be highlighted even more effectively?
- The reviewer should also note any other good points or areas for improvement on the CV – for example, first impressions, structure and presentation.
- Swap around after 5 minutes.

Sharing your CV (PDF)



We are back in the main room now for our summary and your audio is connected. Feel free to raise your hand if you would like to speak, or write your comments in the chat box.



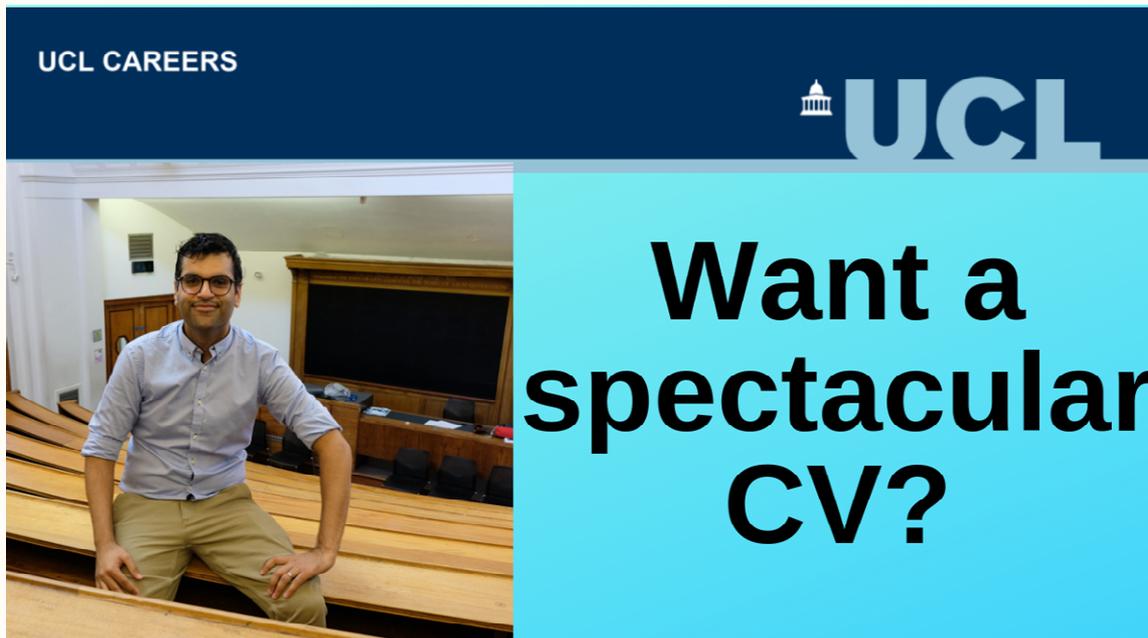
Summary (1)

What were the main issues that you discussed in your breakout groups?

Summary (2)

Can you share one key takeaway from the session today?

CareersLab YouTube video suite:



[UCL CareersLab YouTube video](#)

Additional resources

[Guidance for International CVs](https://online.goinglobal.com/)

<https://online.goinglobal.com/>

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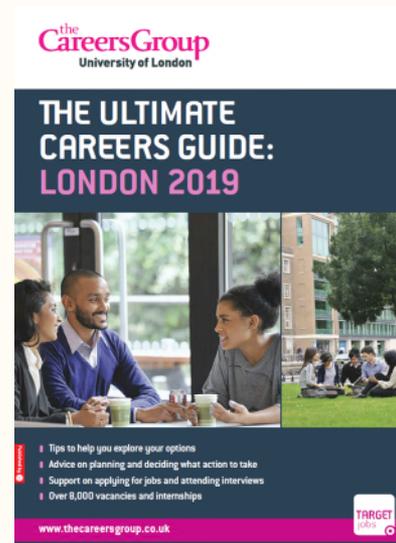
The screenshot shows the GoInGlobal website interface. At the top, there is a navigation bar with links for Training, Marketing, Translate, and Personal Account Login. The main header features the GoInGlobal logo with the tagline "Jobs here, there, everywhere." and the UCL logo. Below the header is a navigation menu with links for Home, Career Guides, Jobs, Internships, and Employer Directory.

The main content area is divided into several sections:

- For Students:** A blue box with the text "Global career intelligence" and "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." It includes a collage of images showing diverse students and a cityscape.
- Don't have a GoInGlobal Account?:** A dark grey box with a "Create Account" button and a list of benefits: Customized Homepage, New Job Alerts, and Bookmark Content.
- Career Guides:** A section with a globe icon and the text "Utilize our comprehensive career and employment resources tool kit filled with everything you need to find jobs and internships at home and abroad." It lists: Country Career Guides, Global City Career Guides, and U.S. City Career Guides.
- Job Search:** A section with a magnifying glass icon and the text "We update our job postings daily and give you the ability to search 16 million+ worldwide opportunities in the local language, as well as English."
- Internship Search:** A section with a globe icon and the text "View thousands of internship listings here, there, everywhere... Updated daily."
- Employer Directory Search:** A section with a person icon and the text "Explore more than 450,000 corporate profiles to target key employers throughout 196 countries."
- Using GoInGlobal:** A section with a list of resources: Intro Video, Training (Webinars, Tutorials), User Guide, FAQ, and Staff Tools.
- GoInGlobal on the Go:** A section with the GoInGlobal logo and the text "Access via phone or tablet".
- Search Content:** A search bar with the placeholder text "Keywords" and a search icon.

Additional Resources

- Helpsheets
- Ultimate Careers Guide
- [Electronic](#) & paper copies



How to write a CV

A CV should not be a list of everything you have ever done, but a marketing document that should promote your skills and experience. In a 20 second scan the recruiter should be able to see evidence of your ability to do the job.

Steps to a great CV

1. Start with the job specification

The starting point for CV writing should always be the skills and experience the recruiter is seeking. You will find this on the list of job requirements in the job advert, job description or person specification. Your task is to clearly evidence each of these requirements on your CV using examples to convince the reader of your ability to do the job. If you are applying specifically and there is no job description, search for similar roles to find out the relevant transferable skills.

2. Active language

Use action words in your CV and covering letter to convey achievement and impact. Consider starting sentences with a verb rather than using pronouns (such as "I") too much. Avoid passive terms such as "I had to" "I was involved in" "I was required to".

3. Brainstorm your skills

Think of examples of the skills you have gained and how you acquired them. Draw examples from your work, internship, volunteering, study, and interests. Match your skills to the job you are applying for to create a CV that clearly demonstrates you possess the skills they require.

4. Attention to detail

One spelling or grammar error can be all it takes for a CV to be rejected, as many employers regard it as an indication of carelessness and poor motivation for the job. Triple check all spelling and grammar and ask someone else to proofread the final draft. Reading it out loud to yourself is a useful technique that can help you identify any errors.

Examples of active words

achieved analysed coordinated
created demonstrated designed
developed evaluated improved
increased initiated listed managed
negotiated planned persuaded
prioritised researched supervised

Guidelines on CV length

There is no one rule about CV length, but in general two pages is the norm for a UK graduate CV. Exceptions are in investment banking where a one page CV is generally preferred (see the second example in this guide) and academic CVs tend to be longer (see the CVs for PhDs for guidelines). Always follow the recruiter's instructions on length.

<https://www.ucl.ac.uk/careers/applying/applications>

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



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Careers Coronavirus FAQs

ucl.ac.uk/careers

Any Questions?



Please fill in your brief feedback form for this session. **Thank you!**