

YOUR CV

TARGETING YOUR CV TO THE ROLE YOU ARE APPLYING FOR IS ESSENTIAL TO GET TO INTERVIEW.

It's essential that you adapt your CV. Each time you apply for a job you need to tweak it to fit that particular role.

1. Start with the person specification or job description, as this lists exactly what skills the employer is looking for. These are the criteria your CV will be assessed by.
2. Think of examples from your work, internships, volunteering, study, interests, travel or home life that prove you have these job requirements. Choose examples that show you using the skills in a way that is similar to how they would be used in the role.
3. Plan the sections you need in your CV, then decide on section titles and order.
4. Incorporate your skills into the most relevant section/s of your CV, remembering that unpaid activity (eg volunteering,

involvement in clubs and societies) can be as valuable as paid work. What matters to employers is the skills you've developed. Make sure you've provided evidence for every job requirement.

5. Triple check ALL spelling and grammar and ask someone else to proofread the final draft. Many employers will regard even one error as an indication of poor motivation for the job and reject you on that basis. **L**

AD: Summer Internship Programme

At Diamond Plus Bank, we are committed to helping our people reach their capabilities. Our summer internships offer students real responsibility. You will need to be able to learn quickly, as you will be fully contributing members of a team and develop your skills for the financial industry. You will work alongside, and learn from, leaders within finance and be mentored by your team leader.

Through working with other bright, motivated people from the firm and undertaking responsibility you will gain valuable insights and experience to help you in your future career.

There is further, useful information in our articles on demonstrating your skills PAGE 25 and on speculative applications PAGE 35

CV Sections

Personal details

- Name, address, telephone number, email address.
- You don't need to include your date of birth, marital status or sex.
- Use a professional sounding email, such as your full name, rather than a nickname. If necessary, set up a new account.

Education

- University education – include any relevant modules or a dissertation title.
- A levels.
- Number of GCSEs (or equivalent).

Work experience

- Include both paid and voluntary work and any part-time or on-campus work you've done.

- Feature skills that are most relevant to the job you are applying for. You can split this into two sections: 'Relevant work experience', outlining directly related experience, and 'Other experience', listing everything else. Change the titles of these headings to reflect what's most important for the role, for example 'Research experience' or 'Communications experience'.

Skills

- IT, languages (including the level of competency) and any technical skills – for example, lab techniques.

Positions of responsibility

- This is optional: include it if you have any relevant responsibilities.

Interests

- List the skills acquired from leisure activities, club/society memberships, travel.

- Giving details will impress more than a vague statement, for example, 'Compete in regular half marathons, raising £1000 for Cancer Research last year' says more about you than simply 'Running'.

References

- If you do give references, then a good policy is to include one employer and one academic referee for jobs and two academic referees for courses. You can simply state 'References available on request'.

Length

- Most employers will expect the standard UK CV length of two pages.
- Academic CVs are often longer as you are required to include conferences, publications, etc.
- CVs for banking jobs or management consultancy should be no more than one page.

THIS CV IS WRITTEN FOR THE SUMMER INTERNSHIP WITH DIAMOND BANK. NOTICE HOW IT GIVES EXAMPLES TO DEMONSTRATE ALL THE SKILLS ON THE INTERNSHIP ADVERT ON THE PREVIOUS PAGE.

Samantha Chester
41 Station Road, NW1 8QP
Mobile: 07797 345621 Email: sam.chester@yahoo.co.uk

EDUCATION & COURSES

2015–2018 BSc Economics, Queen's College, University of London

Modules include: mathematical methods in economics and business and microeconomics.

- Commercial awareness developed through study of financial markets as part of microeconomics.
- Improved oral communication skills and confidence through presenting to peers and lecturers seven times, both as a group of four and individually.

2008–2015 Hart Secondary School, Poole
A levels: mathematics (A), business studies (B), biology (B); **AS Level:** psychology (B)

10 GCSEs including mathematics (A*) and English (A)

- **Jan 2012, 'Principles of Trading', Haymarket Bank, on-site.**
Increased commercial awareness through one day introduction to trading.

WORK EXPERIENCE

Sept 2015–Present P/t Administration Assistant, Nexus Training, London

- Entrusted with additional responsibility of researching viability of online enrolment and resources needed, which resulted in senior management team agreeing to put job out to tender.
- Built successful relationships with ethnically diverse client group to ensure an efficient service was provided and queries were answered quickly.
- Worked largely unsupervised and often completed tasks ahead of schedule, demonstrating self-motivation.
- Organised all administration work for 50 training courses, such as booking participants onto courses and completing all the related paperwork.
- Regularly recorded and analysed feedback forms to produce reports and presented to senior management team.

June 2013–Aug 2015 P/t Sales Assistant, Curry's, Poole

- Took the initiative to seek out training on various internal computer systems and to keep up to date with the latest developments in audio-visual technology, through reading magazines, websites and participating in online forums.
- Utilised interpersonal skills when liaising with colleagues at other branches and head office and dealing with external suppliers.
- Improved communication skills and assertiveness through regularly chasing up late deliveries or payments and handled customer queries and complaints.
- Dealt with financial transactions and used organisational skills to track stock levels and order products.

POSITIONS OF RESPONSIBILITY

- **Economics Society Committee member:** Worked closely with a team of seven, through weekly meetings, to increase society membership by 17%; organised and ran social and finance careers events and liaised with the department. In a team of three, organised and ran three social events/trips off-campus, with turnout of 40–50 at each one.
- **Football coach for local youth team:** Organising training and weekly matches, teaching, motivating and encouraging a squad of 15 young people, as well as providing discipline where necessary.

OTHER SKILLS & ACHIEVEMENTS

- Achieved 2nd place out of 27 teams in the Queen's College Enterprise Challenge. This involved developing a business plan in three hours, requiring the ability to learn new concepts quickly, and pitching it to a panel of experts from industry.
- **IT:** Intermediate level Word, Excel, Access and Powerpoint.
- **Languages:** Conversational German.

REFERENCES

Available on request

- It's obvious this is a CV as it starts with their name as a title.
- Begin with the most recent events and include current education.

- Flags up a skill outlined in the job description.
- Uses numbers to provide specific information, increasing the impact of her writing.
- Summarises GCSEs.
- Includes any relevant careers-related courses.
- Lines between sections, capitalised titles and bullet points make it easy to read.

- Includes a couple of modules which give relevant knowledge for the job, along with further details on content.
- Draws out the transferable skills outlined in the job description: responsibility, interpersonal/relationship-building ability, self-motivation.
- Uses examples to back up the skills: avoid at all costs just listing your skills.
- Again, draws out transferable skills outlined in job description: ambition, interpersonal skills.
- Uses this section to again show skills outlined in job description: teamwork and interpersonal skills.

- Choice of title highlights ability to take responsibility.
- Includes extracurricular careers-related activities.
- It is fine to write 'Available upon request'.

A final checklist

- 1 Does it look professional and can the reader find the information they need easily? Make your section headings stand out, using bold and/or a larger font.
- 2 Present your information, such as date layout, in a consistent way.
- 3 Remember to use reverse chronological order in your education and experience sections.
- 4 Check for spelling and grammar errors. Don't rely on a computer spellchecker!
- 5 Beware of using too many visuals or too much colour, unless you are going for design-related roles. Remember, content is always key.
- 6 If you are sending out your CV speculatively, send it directly to the manager of the department you are interested in and not HR. If you know someone in the organisation find out if they will pass your CV to the relevant person.

The profile debate

You don't have to have a 'profile' or 'career objective' at the top of your CV. It's really a matter of personal preference. If you do decide to include one, make it specific and ensure any statements regarding your skills are complemented by concrete examples.