

UNIVERSITY OF WALES, TRINITY SAINT DAVID, CAREERS SERVICE

WRITING A CV: The Basics

A CV is a record of personal, educational and work details. It's your very own marketing tool! It is an advertisement for you. There is no one prescribed way to construct a CV. One of the key points to remember is **tailor it to the job or opportunity applied for**.

A CV should generally be no more than two pages of A4. Academic CV's may be longer. Common headings used in reverse chronological/skills based CV's include:

- Personal Details (name, address, telephone numbers and email)
- Career Objective / Personal Profile (optional)
- Education (most recent first)
- Work Experience / Relevant Experience / Voluntary Experience
- Interests / Responsibilities / Achievements
- Skills
- Referees (usually two including one academic if you are an undergraduate or recent graduate)

'Personal Details' usually appears at the top of the first page. 'Referees' usually appears at the bottom of the second page. The sections in-between can be moved depending on what you think the recruiter is most interested in seeing first.

If you have never written a CV before, start by getting details of:

- your qualifications (dates, grades, course options covered)
- work experience (job titles, dates, main responsibilities)
- your skills, abilities and interests.

A CV can be built around all of this evidence. Think about what skills you have gained from all aspects of your life.

- **work experience/previous employment** - teamwork, IT skills etc...
- **leisure activities** - travel experiences, sporting activities etc...
- **hobbies & interests** - art, membership of clubs etc...
- **home life** - planning and organisation of family, personal finance etc...
- **academic life** - producing reports, collecting information or giving presentations etc...
- **voluntary work** – event management, relationship building etc...
- **committee work** - decision making and communication etc

Some information **is no longer generally expected or required** on a CV such as:

Date of Birth / Age	Marital status
Gender	Dependants
Reason for leaving	General health
Previous salary	National Insurance (NI) number

- DO** Aim your CV at an identified target audience
- DO** Keep your CV to 1 or 2 sides of A4
- DO** Spell check your CV and covering letter: use a computer and a friend!
- DO** Show a Careers Adviser a draft
- DO** Use words that make a positive impact and demonstrate your ability to achieve e.g. implemented, developed, researched, managed.

- DON'T** Put Curriculum Vitae at the top. It's clear what it is. Put your name at the top instead.
- DON'T** Send out the same CV and covering letter to 100+ employers. You are unlikely to get a response.
- DON'T** Use fonts that are hard to read.
- DON'T** overuse "I".

Please see examples:

A reverse chronological CV of a recent IT graduate

The traditional CV format. Experiences are listed in reverse chronological order (i.e. your most recent studies and jobs are shown first). This format is valuable if you have relevant experience because it highlights:

- what you have done;
- who you have worked for;
- how you have progressed.

REVERSE CHRONOLOGICAL CV OF A RECENT IT GRADUATE

Jane Jones
24, Tulip Gardens
Pontypridd
CF18 3BB
07732641112
janejones23@aol.com

Education and Qualifications

October 2008 – June 2011: University of Wales Trinity Saint David

BSc (Hons) Computing

Modules studied include:

- Communications - Computer Systems - Conference/placement - E-Commerce
- Web Development - Graphics and Animation - Information Systems Development
- Program Development - Visual programming - Management & Team Working

September 2001 – July 2008: Aneurin Bevan Comprehensive School, Pontypridd

A-levels: English (C), Art (B), Information Technology (B).

GCSEs: English Language (A), English Literature (B), Mathematics (C), ICT (A), Design Technology (B), Science (C) (C), Welsh Language (B), Welsh Literature (B).

Work Experience

Summer 2009 to present day: Spar Stores Carmarthen

Employed as a Retail Assistant

- Serving customers and dealing with cash desk
- Understanding skills required to manage a small business
- Developed strategies for training new staff

October 2008 – March 2009: Lloyds TSB Pontyclun RCT

Employed as a Part-time Customer Service Advisor and Administrator

- Gained an understanding of the computerised systems
- Advised the general public on financial planning
- Understood the importance of effective systems management
- Used Building Society databases to advise on financial products

Summer 2008: Little People Day Nursery Miskin RCT

Employed as a Child Care Assistant and Administrator

- Became familiar with the day to day running of a small business
- Advised on how to create a new website to market the nursery
- Assisted with activities which included planning and creating resources
- Responsible for invoicing parents and banking fees

Summer 2006: Richmond Pharmacy, Pontypridd

Employed as a Part-time Sales Assistant

- Serving customers and handling cash
- Dealing with sensitive matters on the pharmacy counter

Responsibilities:

- Elected Women's Officer at the Students Union after organising an effective campaign.
- Volunteered course representative by my fellow students during my first year at University which included attending academic course reviews and meetings.

Other Skills:

- Full clean driving licence.
- Fluent Welsh speaker.
- Excellent IT Skills including knowledge of Microsoft Office.

Interests:

- **Music:** Play Flute to Grade 3 and learning to play guitar.
- **Internet Research:** Researching into my family tree.
- **Reading:** Particularly the works of Thomas Hardy and Henry James.
- **Travel:** Travelled extensively in Europe. Organised a group tour of Italy during my second year at University.

Referees:

Dr Medwin Hughes
Vice-Chancellor
University of Wales Trinity Saint David
College Road
Carmarthen
SA31 3EP
(01267) 676767

Miss Sophie James
Branch Manager
Lloyds TSB
Pontyclun
Rhondda Cynon Tâf
CF16 2AB
(01443) 551551

SKILLS BASED CV OF RECENT IT GRADUATE

Sharon Smith
24, Rose Gardens
Carmarthen
SA31 1AB
07732641112

sharonsmith76@hotmail.com

Relevant Skills

- **Excellent communication skills in English and Welsh**

Developed through my work at Phoenix Building Society when I had to communicate effectively with customers and staff. Became familiar with the financial databases and communicated this information effectively to the customers.

- **Excellent IT skills**

Whilst on placement at Computer Solutions part of my responsibility was supporting the IT systems. Gained experience of using Unix, Windows Server and SQL. My degree and A level studies have developed wide ranging skills in networking, programming and web development.

- **Enthusiasm and commitment**

As captain of the University netball team motivated other members to take part in training. Have been commended on how I am constantly thinking of new ideas to encourage new members, taking into account their ability and previous experience.

- **An understanding of financial institutions**

My experience at the Phoenix Building Society has introduced me to all the services offered by financial institutions. Received a thorough grounding in the products available and the IT systems used by building societies.

Education and Qualifications

October 2008 – June 2011: University of Wales Trinity Saint David

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September 2001- July 2008: Aneurin Bevan Comprehensive School, Pontypridd

A-levels: English (C), Art (B), Information Technology (B).

GCSEs: English Language (A), English Literature (B), Mathematics (C), ICT (A), Design Technology (B), Science (C) (C), Welsh Language (B), Welsh Literature (B).

Relevant Experience

Summer 2009: Computer Solutions, Pontypridd

Participated in a Work Placement as part of the Degree

- Helped support the IT systems
- Dealt with the computerised administration systems
- Experience of using UNIX, Windows Server and SQL
- Dealt with customers and advised on databases and websites

October 2008 – March 2009: Phoenix Building Society Miskin RCT

Employed as a Part-time Customer Service Advisor and Administrator

- Gained an understanding of the computerised systems
- Advised the general public on financial planning
- Understood the importance of effective systems management
- Used Building Society databases to advise on financial products

Summer 2008: Treetops Day Nursery, Pontypridd

Employed as an Administrator and Web Developer

- Became familiar with the day to day running of a small business
- Performed general clerical duties including sending invoices to parents
- Advised on how to create a new website to market the nursery

Other Experience

Summer 2006: Richmond Pharmacy, Pontypridd

Employed as a Part-time Sales Assistant.

Other Skills:

Full clean driving licence.

Fluent Welsh speaker.

Excellent IT Skills including knowledge of Microsoft Office.

Interests:

Sport: Captain of TSD Netball Team.

Referees:

Dr Medwin Hughes
Vice-Chancellor
University of Wales Trinity Saint David
College Road
Carmarthen
SA31 3EP
(01267) 676767

Mrs Patricia Thomas
Branch Manager
Phoenix Building Society
Miskin
Rhondda Cynon Taf
CF72 1AA
(01443) 551551

Skills based CV

With this format you highlight your relevant skills in a separate 'skills profile' and detail your education, work experience, achievements and interests in the other section.

CVs with well-targeted skills profiles can be successful when:

- you have changed jobs frequently or had many jobs
- you have a diverse or not obviously relevant range of experiences;
- you want to change career direction.

This is because your skills profile shows that you have addressed the needs of the employer and you have gained the transferrable skills needed.

Academic and postgraduate CV's

If you are looking for a research role you should make clear your relevant academic knowledge and achievements. Headings could be:

- dissertation;
- research abstracts;
- research interests;
- areas of expertise;
- teaching experience;
- administrative experience;
- publications;
- presentations;
- conferences attended;
- professional memberships;
- fellowships and awards.

Ref: [www.prospects.ac.uk/example cvs.htm](http://www.prospects.ac.uk/example_cvs.htm)

Please see link for further details: <http://www.kent.ac.uk/careers/PDWPgrad.htm#CV>

Contact Careers Advisers: Nesta James on Carmarthen Campus, n.james@tsd.ac.uk or Jane Bellis, Lampeter Campus j.bellis@tsd.ac.uk for further support.



For further advice on creating an academic CV and templates:

<http://www.kent.ac.uk/careers/cv/PostgradCV.htm> and www.targetjobs.co.uk

To make an appointment to see Jane Bellis, Careers Adviser please email: careerslamp@tsd.ac.uk or call into Willows Reception. CV and cover letter checks once a fortnight in Student Union in term time.

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