

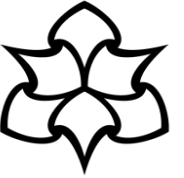
How to write great CVs



Janet Marshall – Careers Consultant
Manchester Metropolitan University

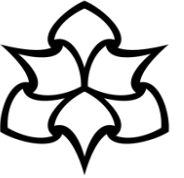


mmu.ac.uk/careers



In this session we will look at:

- What to include and different ways to structure your CV
- The importance of targeting your CV
- Providing evidence of key skills/competencies
- What to include in a cover letter
- What employers are looking for
- How to access support



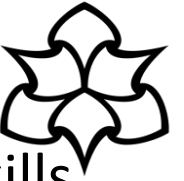
How long does a recruiter spend looking at your CV initially?

On average, **5 – 7 seconds** is all a recruiter needs to decide whether your CV is worth reading.

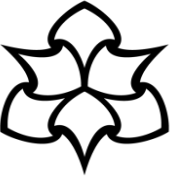


So remember, first impressions are really important!

What makes for an effective CV?



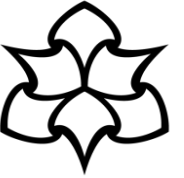
- Clear **evidence** of your suitability for the job – your skills and knowledge – not just a list of tasks - read the person specification thoroughly
- Understanding of the employer: their services, ethos and priorities and use this information to **tailor your CV for each job**
- Concise & consistent layout
- Easy to read & broken up with bullet points
- Professional email address
- Perfect spelling & grammar!
- In short - how well you can ‘market’ your skills to the employer



Different formats

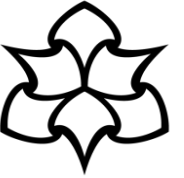
- [Chronological CV](#)
- [Skills based CV](#)
- [Academic CV](#)





Headings

- Personal details
- Do you need a personal profile at the start?
- Education & qualifications – including lab techniques
- Work experience/Volunteering
- Other headings?
 - Achievements
 - Additional skills
 - Additional information
 - References



Is this personal profile worth including?

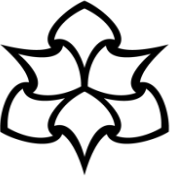
'I am a friendly, organised, hardworking graduate with strong communication and team-working skills.'

'I work well on my own or in a team'

'I am a motivated self-starter...'

'I want to work in a science related environment'

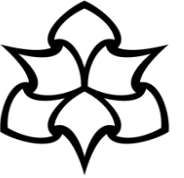




Two better examples

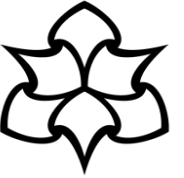
- 'I am a qualified and HCPC registered Biomedical Scientist with excellent communication and research skills developed from working in a laboratory at university and during work experience. I have an interest in medicine and the development of new treatments. I'm self-motivated and capable of working with little supervision. I welcome a challenge and would love to be given the opportunity to work as part of your science technical team.'
- 'As a highly motivated graduate, I have gathered a range of experiences during my studies. With such a diverse curriculum, I have become skilled in many different areas both practically and theoretically. A combination of my previous work experience, qualifications and a continuous need to develop personally and professionally demonstrates that I enjoy challenges and always rise to meet my own expectations and those of my employer. I am looking for a research role in infective sciences, with a specific interest in clinical microbiology.'
- **Keep it short ... 3 or 4 sentences**





Use positive language

- More than....years' experience in....
- Extensive academic background in....
- Knowledge of/proficient in.....
- Proven track record in....
- Co-ordinated
- Designed
- Delivered
- Used initiative and problem-solving skills to....



Tailor your CV to the job

Your CV needs to:

- Convince the reader you are right for the job
- Clear evidence of your suitability for the job by.....
 - Matching your skills, knowledge, experience to the person specification
 - Understanding the employer – their ethos, values and priorities

I · C A R E



INNOVATION

We will welcome ideas

We are willing to change

We will make new partnerships



COMPASSIONATE

We will value our relationships

We will treat people with kindness

We will look after each other

We will create an environment that fosters privacy and dignity



ACCOUNTABLE

We will take ownership for what we do

We will use the public's money well

We will learn from our mistakes

We will hold others to account

We will be open and honest



RESPECTFUL

We will treat people fairly

We will recognise individuality

We will deal with inappropriate behaviour firmly



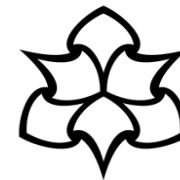
EXCELLENT

We will keep people safe

We will deliver high quality services

We will keep on improving

We will learn from our mistakes



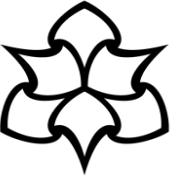
Job Advert:

SHEFFIELD CHILDREN'S NHS FOUNDATION TRUST

PERSON SPECIFICATION – Trainee Biomedical Scientist

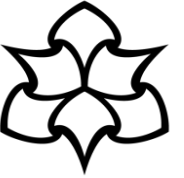
Assessment Criteria	Essential	Desirable	How assessed
Qualifications and Training	BSc in an IBMS accredited Biomedical Sciences degree or equivalent Eligible to register for the IBMS Registration Portfolio	Working on the IBMS Registration Portfolio	AF/ In
Experience	Experience of working in a laboratory	Previous experience in a hospital laboratory	AF/ In/ REF
Knowledge and Skills	Knowledge of some procedures and analytical techniques relating to biochemistry Knowledge of some professional issues relating to area of responsibility Good communication and interpersonal skills Good IT skills	Knowledge of health and safety, and procedures for dealing with hazards and emergency situations	AF/ In/ REF
Personal Attributes	Ability to learn Ability to multitask Aware of confidentiality issues		AF/ In/ REF
Demonstrates Trust Values	Excellence, Accountability, Compassion, Teamwork and Integrity – Together we care		In/ REF

Key for How Assessed: AF = Application form, In = Interview, P = Presentation, T = Test, REF= Reference



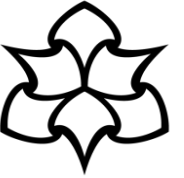
Make the most of who you are and what you've done





Show them the evidence

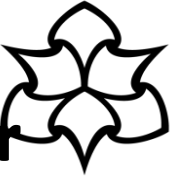
- Give **examples** for every skill and aptitude you are claiming
- Use your **strongest examples** drawn from work experience, academic study or extra-curricular activities



Focus on Achievements

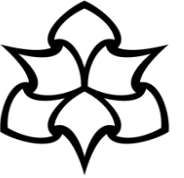
Team work

- “I took the planning and co-ordination role in a key group assignment. We achieved a mark of 75% ”



We asked employers: What are the key things you look for in a CV?

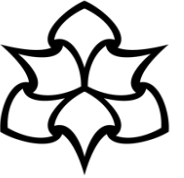
- Work Experience – related if possible
- Showing passion & a genuine interest for the role applying for
- Attention to detail
- Clear communication of relevant roles and skills highlighted.
- Experience outside education
- Clear layout (bullet points rather than long paragraphs)
- Specific technical knowledge
- **Tailored to the role**



We asked employers: What are your CV pet hates?

- Spelling and grammar mistakes
- Unclear, inconsistent and complicated layout
- Too much information/too wordy
- Incorrect & missing contact details: phone & email address
- Generic CV
- Too small or **large** fonts
- Buzzwords
- The file name being "CV" or "Updated CV" (should be the applicants name)

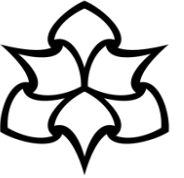
Cover letter



- Always tailor your covering letter to the specific role
- Show you have researched the role, the organisation and the industry
- Outline why you are attracted to the specific opportunity
- Highlight your main selling points for the role
- **Why that role:** your reasons for applying for the post
- **Why you:** evidence of your suitability for the job – skills and experience.
- **Why that employer?**
- Positive conclusion
- Remember the conventions: Dear Sir... Yours faithfully
Dear Mr/Ms X.....Yours sincerely



Remember it's about what you can bring to them, not what they can do for you!



CV & cover letter checklist



Have I chosen the most appropriate format and headings?



Is the space used effectively



Is my written English perfect



Is it tailored to the job?

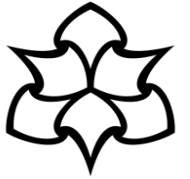


Have I provided evidence for every skill and aptitude I claim I have?



Is it achievement focused?

[Cover letter examples](#)
[Careers Guide: CV & Covering Letters](#)



Your Careers Service is there to help you

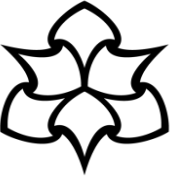
- 1:1 advice and guidance
- Application & CV checking
- Interview preparation
- Resources
- Job opportunities
- Events and workshops
- Help available after you graduate



Visit mmu.ac.uk/careers

Call us on [0161 247 3483](tel:01612473483)

Email us on careers@mmu.ac.uk



Thank you for listening

Any Questions...
Just Ask!

