

Your Guide to... CVs

A CV is often the first thing an employer will read about you, make sure it catches their attention and makes them want to meet you. Use the space to highlight your knowledge, key skills and experiences.

University of
South Wales
Prifysgol
De Cymru



Top Tip – Understand the Employer’s Requirements and Tailor your CV to the job

Employers will have a “shopping list” of skills, knowledge, experience and qualities that they will be short-listing against. You need to understand what they are looking for and tailor your CV to match their requirements.

Do your homework on the employer and the job role and highlight your relevant skills, knowledge, experience & personal qualities. Give evidence to show how / where you gained it.

Format and Style

The 'style' you use may depend on the type of job, or sector you are applying to, but generally speaking stick to this:

Presentation

- Format your CV and covering letter in the same style – make them look like a package.
- Use a clear professional font such as Arial or Calibri and a readable size (point 10, 11 or 12).

Layout

- Your CV should have a clear and professional look and make it easy for employers to find the information that they are looking for.
- Keep your sentences short and “punchy” and avoid long paragraphs.
- Use headings and sub headings to break up sections. Use bold or italics to highlight important things – but not everything!

Length

- Keep your CV to no more than 2 sides of A4.

- Always check spelling and grammar before you send your CV – and don't trust spell checking software.

Give Evidence of Your Skills and Experience

- Don't just say that you have particular skills, back it up with examples of how and where you have developed / used them.
- Evidence can come from part-time jobs, volunteering and extra-curricular activities as well as formal placements & work experience.
- Make sure that you haven't forgotten to cover any of the employer's requirements.

Don't Lie on your CV

- It can be tempting to exaggerate or tell a few fibs on your CV but don't. It's pretty likely that you'll be caught out.

Emailing Applications

- If you are sending your CV by email you should also attach your covering letter or do a shortened version of the covering letter and include as part of your email.

Some Advice

Research the Employer and Job Role

- Before you start writing anything, be sure you understand what the employer is looking for.

Be Clear and Concise

- Your CV should be well written and include concise and positive language.
- Don't use text speak or slang on your CV.

Spelling & Grammar

- This is the first example of your work an employer will see, be sure to give a good impression.

Additional help and information

CV Builder

- Our Employability Tools in Unilife Connect contain a CV Builder to help you draft your CV.

Example CVs

- View example CVs on the careers website to give you a few ideas.

Get it Checked Out by a Careers Adviser

- You can get your applications checked out by a careers adviser before you submit them – either in an appointment or using the “Ask a Question” online service. Details on our website

www.southwales.ac.uk/careers

Jane Tan

1 Thomas Way
Thomas Villa
TMX X11
jtan@example.com

Telephone: 0111 111 111
Mobile: 07700 000 000
Email:

Nationality: Chinese **Work Permit status:** Tier 4
Languages: Fluent in English, Cantonese and Mandarin

Professional profile

I am an enthusiastic, new graduate with a specific interest in multimedia and web design. I have gained project management experience, successfully leading and managing 'live' employer based final year project with small communications company. I am now seeking an 'entry level' graduate position or work placement where I can start my IT career in multimedia computing including website design/development.

Key Skills

- Proficient in HTML and XHTML, CSS, Javascript, and Flash
- Experience of Dreamweaver and Visual Studio
- Experience of using graphic design packages such as Fireworks and Photoshop
- Knowledge of website content management systems
- Proficient and regular user of all Microsoft software packages
- Good project management skills – managed full life cycle of 'live' project from inception through to completion, effectively trouble shooting and delivering on time and on budget
- Professional attitude, innovative and motivational approach to work

Professional Membership

Student member of the British Computing Society

Education

BSc Multimedia Computing (2:1) University of Example 2013-2016

Course content includes:

Computer systems and network technology	Information engineering
Internet application development	Digital media development
Network architectures and operating systems	Rich internet application
Interactive multimedia and the emerging web	E-commerce systems

Final Year Project:

'Development and re-design of corporate website embedding new features and functionality'. This 'live' project involved a work placement with a local communications agency redeveloping and enhancing their website

Personal / Contact Details

Use your name as a heading – no need to write "CV" at the top.
Use your term-time address, or other UK address where you can be contacted.
Use a sensible professional email address.

Personal Profile

Customise your personal statement to match the job or placement you are applying for. Think about your key selling points and give a brief summary of relevant skills and experience. You could also indicate your career aim or focus (if it ties in with what you are applying for).

Skills

Match your skills to the job/placement. To do this you need to be clear about the role you are applying for and the employer's requirements. Provide evidence of these skills in the body of the CV.

Professional Membership

Indicate membership of professional bodies. If your course is accredited by a professional body indicate this too.

Education

Detail your education most recent first. Include degree classification, or anticipated result. Alternatively indicate module results.
Give details of major projects giving the title and a brief summary – include methodology/process and outcomes.
Give previous qualifications including the UK equivalent if an overseas student.

International Baccalaureate 64% Shanghai International School 2011-2013
(equivalent to A Level standard)

IT Work Experience

Website Developer Example Communications July-August 2015
(Final Year Project/Work Placement)

Tasks included:

- Complete re-design of existing company website improving visual layout, graphics and navigation.
- Development of content management system to cater for increased functionality of website.
- Improvements to search engine optimization resulted in 20% increase in website visits and a subsequent increase in business of 15% over a 6 month period.
- Attended briefing meetings with senior management team, confidently presenting information and updates on the project.

Company website www.examplecommunicationswebsite.com

Part time Jobs

Customer Services Assistant JK Electronics Sep 2015-Jan 2016

- Advised customers on range of electrical and electronic goods, offering technical information relevant to their needs.
- Flexible and reliable team member with a proven ability to meet monthly targets.

Voluntary Work

Volunteer Oxfam Nov 2013- Feb 2014

- Worked as a shop assistant in local Oxfam Shop one afternoon per week. This involved sorting and preparing items of clothing, window display and customer service. I really enjoyed this experience and felt that I had made a positive contribution to the local community. It also helped me to settle into the area and develop my English speaking skills.

Achievements

‘Course Representative BSc Multimedia Computing 2014-2015’ – representing a cohort of 40 students, attending and contributing to meetings with senior academics.

‘Multi Media Student of the Year Award’ 2014 - received faculty award for the best academic performance in first year of BSc

Interests

Member of the local athletics club, specialising in 800 metres track event. Regularly compete in ‘University Games’ - UK wide athletic tournament.

References

Supplied on request

Work Experience / Employment

Detail all of your work experience, including part-time jobs and volunteering.

Start with the most recent first and the dates you worked there.

Include details of your duties, your achievements and the skills you developed whilst you worked there. Focus on the skills that the employer is looking for.

Even if your part-time jobs aren't directly relevant you can still highlight the relevant transferable skills you developed through them.

Interests

Keep this section brief and highlight the skills and personal qualities your interests have helped you to develop. Don't just list your interests, indicate your level of involvement and avoid writing about your social life.

References

Two referees are normally required preferably from employers or lecturers.

Make sure you ask their permission first. Or just state ‘supplied on request’.

Remember to give your referees a copy of your CV.

If you require this leaflet in an alternative format please contact the Student Services Department.

Careers & Employability Service • www.southwales.ac.uk/careers

Newport campuses tel: 01633 435290, Pontypridd and Cardiff campuses tel: 01443 482 080.

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