

Projecting a professional image ECS level 1 CV workshop



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- What is a CV?
- Styles of CV?
- Good and bad practice
- CV basics
- How to use self-audit
- Employability recap

Purpose of these slides

To help you think about CVs

- To provide a complement to the workshop activities
- To give you guidance
- To provide an alternative perspective on your assignment

What do you know about CVs?

- What is a CV?
- Who is it for?
- When is it needed?
- What should it do?

Sue Jones

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Profile I am a recent computer science and management (2:1) graduate with circa six months IT related experience currently looking to further my career in a challenging and exciting role. I am an enthusiastic individual with an excellent eye for detail. I am driven by a passion to learn and to broaden my understanding of the world. I enjoy problem solving and always welcome challenging environments that give me the opportunity to achieve my full potential and to develop new skills.

Education **(2006 - 2009) ABC University, London**
Computer Science with Business Management (2:1)

- Excellent educational experience during which I was involved in a range of group and individual projects including a final year dissertation. My dissertation allowed me to implement the full range of skills and theory gained during the earlier years of my degree in a full lifecycle project. This was reflected in my final mark which was a B.
- I have acquired many skills throughout my degree including team work, coping with high pressure situations and handling large work loads.
- I gained insight of the business environment through the business management program.
- Interpersonal and communication skills gained through the work on group projects. I am also self-motivated, creative and able to self-manage.
- Gained a range of report writing, software documentation and presentation skills.
- Acquired project management and planning skills as well as experience with different life cycle development models.

(2004 - 2006) London College		(1999 - 2004) London Secondary School
A-Level	AS-Level	GCSE
Economics B	Accounting B	10 A-C grades, 11's in Mathematics, English and Science
Computing C		
Mathematics A		

Experience **XYZ Company (September 2009 to present) - Product Support Analyst**

- XYZ Company provides telecommunication software which plans, optimises and deploys telecommunication networks throughout the world.
- I am based in the planning department which deals with the planning for antennas, sites and cells. I work with map data and simulators to help plan as efficiently as possible.
- I provide second and third line support to both global and internal customers.
- This is a customer facing role, both on the telephone and in person, and I participate in customer conferences to discuss and outline key issues.
- I am responsible for scheduling tasks, analysing and providing solutions based on order of importance.
- I use initiative and performing research to deal with issues being raised.
- I am involved with fault reproduction, requirement gathering, onsite installations, upgrade and maintenance work for XYZ Company's enterprise software suite and Oracle 9i & 10g.
- I am currently training as an Oracle DBA and work closely with Oracle 9i and 10g.
- I am able to write and implement a range of SQL queries on large customer databases.

ABC Firm (May to November 2007) - Technical Support / Sales Assistant

- This role required me to set up and maintain the computer system in ABC Firm's shop.
- I assisted in acquiring a new computer system before I set up the network and installed the necessary applications. Following on from this, I provided technical assistance and support whenever problems were encountered.
- Responsibilities also included assisting with processing and developing pictures.
- I was also required to deal with customers and resolve any enquiries which enabled me to communicate with customers using my own initiative to attend to their needs.

CV?

A curriculum vitae is a “life list” BUT

CVs:

- **Inform** about your background
- **Persuade** the opportunity provider to see you
- What you have done in the past gives **EVIDENCE** of what you can do in the future
- **NOT** just a list,
but a **professional and targeted** marketing tool which is about **your achievements and skills**,
» And results in an **interview**



Start with yourself

- Self audit: experiences > activities > skills
- Computerised guidance programs
Prospects Planner and *Adult Directions*
- Feedback from tutors, colleagues, friends, relations

ALSO

- Explore what's out there
- ECS Employability Tutorials
- <http://www.prospects.ac.uk/> Interest guides

<http://www.ecs.soton.ac.uk/careers> > > > >



- Will take you to the tutorials and Career Destinations website

Employability Skills

Important

1. Motivation & enthusiasm
2. Team working
3. Oral communication
4. Written communication
5. Flexibility
6. Customer focus
7. Problem solving
8. Managing own learning
9. Commercial awareness
10. Planning and organisation

Anxiety about

- **writing and literacy** skills, **leadership** skills
- soft skills particularly **communication, problem solving,**
- **managing own learning** and being **self-motivated**

What needs to go on a CV?

- Personal details
- Objective or profile – if it adds something
- Education/qualifications
- Work experience/employment history, including voluntary. Focus on the skills developed, your achievements
- Skills/interests/activities/achievements/responsibilities
- Referees? - or “Referees available on request”
- Edited and organised to fit **one** or **two** pages

Danger points

- NO target audience
- Poor layout, lack of headings, bullet points
- Tables and lines which don't format correctly
- Open access software which doesn't download correctly
- Boring, too many unnecessary details, chunks of text, too many tasks
- Too much sailing, football, or too little?
- Inappropriate personal information
- Poor spelling, grammar, too small, fancy fonts, **BOLD**



long



Winning points

- Clear, attractive layout with space
- Good sized font
- Easy to navigate (dates and headings are clear)
- Demonstrates attention to detail
- Gives evidence and is interesting (USPs)
- Relevant (shows focus) and to the point
- Appropriate style (chronological, skill based, academic)
- “I want to meet this person”



Help

- presenting or developing your skills

- Career Destinations, Student Services Centre
 - Skills section , workshops
- Daily appointments
 - 15 minute CV/application checks
- Use the template, the Guide and the website
 - > Make successful applications
- **Get involved**
 - > **Graduate Passport**



What to do next?

- Reflect on the class activities
- Conduct your own investigations/research
- Find example CVs
- Take a look at the examples – good and bad
- Draft, refine and review your CV
- Use the target of a summer job relevant to your degree as a focus for your CV