

Record your Strengths!

What are you naturally good at?

Ask others. People that will give you positive feedback -

- Friends
- Family
- Colleagues
- Partner

You can also list soft skills here that you have practiced and developed overtime.

Some suggestions...

From your own list and feedback pick two or three of your top strengths – choose those that relate to the desired role. These are to be used in your profile.

ACTIVITY ONE

Five Strengths you already know...

| | | |
|--|--|--|
| | | |
| | | |

What do others say are your strengths...?

| |
|--|
| Friend... |
| Calm, problem solver, motivated, thoughtful of others, organised |
| 1 |
| 2. |
| 3. |
| 4. |
| 5. |

Ideas...

| | | | |
|-----------------|--------------------|---------------|------------------|
| Coordination | Positive attitude | Communication | Leadership |
| Problem-solving | Adaptability | Numeracy | Writing |
| Creative | Team player | Planning | Building/ making |
| Researching | Helpful/Supportive | Accuracy | Focused |

Three top strengths...

1.

2.

3.

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CV WORKSHOP ONE

List your education and training.

Details of relevant training and qualifications you gained in work (hard skills) that relate to the roles you are applying for should be included in your profile and/or skills section.

Some Examples

From your lists, choose those that relate to the job you are applying for. If it is needed for the role it needs to be at the top of your CV.

You can incorporate these into the profile and skills section.

ACTIVITY TWO

Qualifications

| Date/Year End | Course Title | Level |
|---------------|--------------|-------|
| | | |
| | | |
| | | |
| | | |

In-House Training

| | |
|--|--|
| | |
| | |
| | |

Examples

| | | |
|----------------------|-------------------------------|-----------------------|
| Computer Software... | Customer Service | Accounts |
| Touch Typing... wpm | Sales | Shift/rota management |
| Safety Regulations | Manual Equipment | Technical knowledge |
| Safeguarding | Electronic devices – Tills... | Telephone skills |

Which are needed for the role?

| | |
|--|--|
| | |
| | |
| | |

CV WORKSHOP ONE

Your Jobs...

An overview explains your function in the company.

For the last 10 to 15 years list your roles and summarise briefly your purpose in that organisation.

You can use these to begin your Work History section of your CV. Try to keep to two sentences long on your CV.

Again, list your role and bullet point your responsibilities, training, soft and hard skills
Involved, think of these as accomplishments and use active words to start these.

Tip – refer to job adverts or use other online CV's for inspiration. Search -

- ... role job description
- ... role skills and strengths
- ... role cv example

ACTIVITY THREE

Job Summary

| Job Title | Overview of your role |
|-----------|-----------------------|
| | |
| | |
| | |
| | |
| | |
| | |

Example

| | |
|-------------------|---|
| Customer Services | Work within the customer service team, comprising of 15 members, assisting with product enquiries related to online orders: investigating and resolving complaints. |
|-------------------|---|

Job details

| Job Title | Overview of Your Role |
|-----------|-----------------------|
| | |
| | |

CV WORKSHOP ONE

Continue listing your job details...

For Reference...

| Job Title | Overview of your role |
|-----------|-----------------------|
| | |
| | |
| | |
| | |

Example

| | |
|-------------------------|---|
| Customer Service | <ul style="list-style-type: none">• Respond to customer emails and telephone calls, to resolve order, delivery, return or payment issues.• Delivered professional customer service with care and consideration.• Collaborated within a team of 15 to support and share best practice.• Promptly attend to customer requests to meet and achieve KPI's, exceeding targets and expectations.• Utilise interpersonal and communication skills to positively acknowledge and deliver solutions to any problems. |
|-------------------------|---|

CV WORKSHOP ONE

Writing achievements to promote and personal your CV.

Choose a suitable active word > what did you do > what was the result.

Using AR of the CAR technique

- Circumstance
- Action
- Result

Add a strong active word at the beginning to create confident, clear, and concise achievements for your CV.

You can use these in an achievement section on your CV, most relevant ones in your profile and within your work history section.

ACTIVITY FOUR

Write What You Accomplished...

Active word>Action>Result

Write What You Accomplished...

Active word>Action>Result

Write What You Accomplished...

Active word>Action>Result

Write What You Accomplished...

Active word>Action>Result

Active verb/ Power word...

| | | |
|-------------|-------------|-------------|
| Negotiated | Improved | Assisted |
| Organised | Established | Dispatched |
| Coordinated | Reviewed | Prioritised |
| Facilitated | Scheduled | Scheduled |
| Lead | Liaised | Collected |
| Attained | Trained | Coordinated |
| Planned | Recommended | Processed |
| Delegated | Reviewed | Managed |
| Supervised | Delivered | Initiated |

CHECK LIST

RESEARCH

- Work from a job description, note down keywords...
- Research the company website, social media.
- Know their values, product...

LANGUAGE

- Write in third person.
- Pick out skills, training, experience that they are looking for.
- Use their language – keywords.
- Get to the point quickly – confident, clear, and concise language.
- Point out your matching skills, training, and experience in the top third of your CV.

YOUR VALUE

- Recognise your transferable skills.
- Promote your achievements.

CONTINUE LEARNING

- Identify skills and training gaps (Make a note when you research)
- Learn something new.

FONT TYPES

Arial Times New Roman Calibri Garamond

FONT SIZE

Ideally 11, no less than 10 or more than 12

FORMAT

Be consistent and simple – make it easy to see and find key information.

YOUR NAME | YOUR ROLE

Address or Location

Telephone: 09010 010101 | Email: youremail@yourmail.com

Read and delete me: Make sure your email is professional, your name and numbers are a good choice. As you go through the template read, delete, and change all but the headings and make sure you check for spelling and grammar mistakes, ask someone else to check too. You can email to us to review your CV.

PERSONAL PROFILE

This first sentence needs to be short and to the point, writing in 3rd person can help, start with key power words/strengths, and then follow by the relevant experience and specialisms that you have.

This second sentence should continue to reflect the personal qualities the employer seeks and include both soft and hard skills, relevant training, and any achievements you have (you may prefer to include specific achievement under your job roles too) but if it is a desired quality then it should go here.

Read and delete me: A Personal Profile is you as a person. Experience/Specialisms/ Strengths are your capabilities. Ensure by doing your research that it is very relevant to the job/employer needs. Remember you will need to provide examples at interview for statements you make on your CV.

CORE SKILLS

- Create 5-7 professional statements which explain your experience/specialisms/strengths.
- Think about what the employer is seeking and try to match these requirements.
- Your statements here should be examples/evidence of how you fit the needs of the job.
- Statements can describe experience, skills, strengths, knowledge, style, attitude, etc.

Read and delete me: These points build evidence and credibility. Include no less than 4 and no more than 8 bullets. Make sure you have done your research to relate them to the job requirements. They need not all be work-based. They can be from other activities and a combination of Hard and Soft skills, but must show you can 'make a difference', relevantly.

CAREER HISTORY

Mth/Year-Mth/Year - Job Title | Employer

Overview – Your function within the business

responsibilities/achievements -

- Active word then role description.
- Active word then action, then result.

Career Break – Raising a family

Mth/Year-Mth/Year - Job Title | Employer

Overview – Your function within the business

responsibilities/achievements -

- Active word then role description.
- Active word then action, then result.

Mth/Year-Mth/Year - Job Title | Employer

Overview – Your function within the business

responsibilities/achievements -

- Active word then role description.
- Active word then action, then result.

Read and delete me: Refer to our downloadable action words for assistant when starting the bullets to help create an impact. List your past jobs for the last 10 – 15 years. Most recent first. If you feel you have valuable/relevant experience before that time you can add 'previous experience' in at the end. Include employers and the mth/yr (from-to) do not just include the year if you haven't had large gaps in your employment otherwise it will be assumed that you have. Briefly include being a parent, carer, volunteering and recognise them as work skills, also include any training you have done in these gaps. Briefly state yours and the organisations function within a two-line sentence before listing responsibilities ideally between 5 – 8 bullets. Make details clear, concise, and relevant to the job opportunity.

EDUCATION AND QUALIFICATIONS

School/college | dates,

- qualifications

School/college | dates,

- qualifications

Read and delete me: Add your qualifications and training here . (Most recent or relevant first) If you have training that is specifically required for the role you should ensure you include them within the Personal Profile and/or Core Skills section. The first 50 words are a deciding point for the employer. Do not make them search for key information because that might not happen, and you could go straight to the No pile.

References: Available upon request.

You do not need details of your references on your CV, but it is a good idea to have them ready as many applications require them before submitting. You will need at least two and one of them needs to be professional. If you are self-employed a supplier or client would be OK to use. Do not use more than these two pages your key information will be on the first page. A CV sweet spot is around 400 words