

## A 60 minute introduction to CV writing

### Line managers session plan

The following session is an introduction for line managers to work through with team members, either 1:1 or in a team meeting, to start them on the process of preparing a CV.

To prepare for the session...

1. Read the following plan and familiarise yourself with the exercises.
2. Ensure your team understand that this is an introduction to help them get started
3. Set aside at least 60 minutes to complete this session (the longer you can spend, the better!)
4. Have a copy of the template CV guide available for each team member to use as an aide memoire.

Objective	Session content	Timing
<p>Ensure your team understand how CV's are used.</p>	<p><b>The purpose of a CV</b></p> <p><b>Ask the team...</b></p> <ol style="list-style-type: none"> <li>1. What is a CV?</li> <li>2. How is it used?</li> <li>3. Who uses it?</li> </ol> <p>Facilitate the discussion to create a shared understanding of what a CV is and how it is used.</p> <p><b>Confirm...</b></p> <p>A CV tells the recruiter what experience you have that is relevant and how your skills match the ones they want for their job. It is your chance to help secure an interview.</p>	<p style="text-align: center;"><b>5 minutes</b></p>
<p>Team members start thinking about what they would include in their CV</p>	<p><b>CV content – getting started</b></p> <p><b>Ask the team...</b></p> <p>Individually or in pairs to write on a piece of a paper, their thoughts to the following questions;</p> <ol style="list-style-type: none"> <li>1. What am I most proud of in my career?</li> <li>2. When have I received good feedback from colleagues and managers?</li> <li>3. When have I used the skills I listed above?</li> <li>4. What have I achieved, improved, put in place, as a result of all of this?</li> </ol> <p>This is something you can discuss with them at their 1:1/ supervision meetings to provide additional content.</p> <p>Colleagues can also act as a great source of information to help answer these questions for an individual.</p>	<p style="text-align: center;"><b>20 minutes</b></p>

<p>Team members know where they can find CV templates</p>	<p><b>Drafting a CV</b></p> <p>You can find CV templates on most recruitment agency and many government websites including Learn Direct and Directgov.</p> <p>There are no hard and fast rules about which CV template is best and each person should pick a template that they like and they feel will best present them as a potential employee.</p> <p>Distribute copies of the 'Template CV guide – aide memoire' for team members to review and use to help them decide which template they wish to use.</p>	<p><b>5 minutes</b></p>
<p>Understand the need to target their CV for each role and how to start the process.</p>	<p><b>Tailoring your CV for a particular job</b></p> <p>You should always tailor your CV for each position you are applying for, this does not mean writing a completely new one, it means you must ensure it is relevant to the role you are applying for.</p> <p>Choose a role that is understood by all team members, or, ask them to think about a role they are interested in.</p> <p><b>Tell them...</b></p> <p>Look through the job profile and information you have about the role you are applying for and on a piece of paper write down</p> <ol style="list-style-type: none"> <li>1. What kind of person would be effective in this job?</li> <li>2. What will they be doing?</li> <li>3. What skills will they need to do the job effectively?</li> </ol>	<p><b>25 minutes</b></p>
<p>Ensure team members understand where they can access additional support.</p>	<p><b>Further support</b></p> <p>This is a high level introduction to writing a CV and the exercises here are to give them a flavour of the things to think about and steps to go through in preparing a CV.</p> <p>This content is covered in more depth on the CV writing and interview skills course, which can be booked through snet.</p> <p>It is also recommended that as their line manager, you meet with them, 1:1 or in a team meeting session to review their progress and draft CVs.</p>	<p><b>5 minutes</b></p>

## Template CV guide – aide memoire

Your CV is a passport to a job interview so it needs to say enough about you to show the recruiter that not only do you have the right skills and experience for their job, but also that it is worth their time reading your CV and meeting you.

Before you start, think about the type of job you might be applying for.

1. What sort of things will you be doing?
2. What skills and experience would you need to do those things well?
3. When have used these skills before?
4. What do I want the recruiter to know about me?

You are trying to keep it to 2 sides of A4!

Good luck!

### PERSONAL PROFILE

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This should not a story of your career history! Think about what you can say to summarise the type of professional you are (i.e. an experienced business manager, a qualified engineer, a highly respected professional) where you have gained your experience and what sets you apart from other candidates. The profile needs to have enough of an impact on the person reading it for them to see that it is worth their time reading the rest of your CV. Write it in the third person e.g. An experienced and credible project manager able to scope, plan and implement large scale projects within resource to high standards of quality. Typically a profile would not be longer than 5-6 lines and people often find this the trickiest so it can be helpful to write it last.

### KEY SKILLS

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- This is probably the 2<sup>nd</sup> thing they'll see after your name (we're drawn to bullet point statements)
- Try not to list everything, think about what skills are required for the job you are applying for?
- Which ones are most important?
- The advert and job profile can help

### KEY ACHIEVEMENTS

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- Write the statements in the past tense (as these are things you have already achieved)
- What are you proud of? What did **YOU** do and what was the impact or results of this? Are there numbers you can use to evidence it?
- E.g. Successfully designed and implemented a new complaints monitoring system which delivered a reduction in the average time it took to resolve complaints from 8 to 3 working days

### EMPLOYMENT

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Try not to be descriptive and focus on what you have delivered in the roles. Anyone can say it is part of his or her role to do something, but the results show how good you are and what impact you had. Try and keep the information to these things relevant to the job you are applying for. Use achievement statements where possible that show either how you have successfully done this before, or, show transferrable successes.

(Start with your current role and work your way backwards)

#### Job title

Organisation name, Organisation address

#### Start date – Leaving date

- Key responsibilities (2-3 statements)
- Don't repeat things you have already captured in the key skills or achievements section
- E.g. Managed a team of 8 business support staff to ensure team activities were appropriately resourced and delivered in accordance with service level agreements.

**Job title**

**Start date – Leaving date**

Organisation name, Organisation address

- Key responsibilities (2-3 statements)

**Job title**

**Start date – Leaving date**

Organisation name, Organisation address

- Key responsibilities (2-3 statements)

It is not always necessary to include all of your early jobs, especially if you have had a longer career and your early jobs are no longer relevant to the type of work you are looking for.

QUALIFICATIONS & TRAINING

Name of course, where you did it and the date (a year is fine). You don't need to automatically include everything, put the most recent first and keep them relevant to the job

EDUCATION

You don't need to list every certificate etc ever, one line each for GCEs, GCSEs where you went and the date, you can put a range of grades, or, if they are not really relevant as you now have professional qualifications and the grades weren't brilliant, you can leave them out!

INTERESTS

This is an optional category and really up to personal preference. You may have interests that are highly relevant to the role you are applying for in which case this could demonstrate another set of relevant skills. For example, if you have previously been in general management and are looking to start a career working with young people, time spend running a youth group or leading a scout pack will be relevant.

REFERENCES

If you do not have much work experience, it can be helpful to detail your referees to fill 2 sides of A4, otherwise, state 'Available on request' and you can use the space to add more skills or achievements.

**Other useful tips for your CV**

1. You do not need to include your date of birth or marital status
2. Explain any gaps in your employment dates
3. Make sure your font and presentation are easy to read
4. Use headings and bullets to split up text
5. Present Employment and Qualification information with the most recent dates first