

CVs and personal statements

For year away students

In this session

- What's a CV for?
- The main sections
- Career objective statements
- Using competency statements
- Tips on writing a personal statement

What's a CV for?

- ~~• Gives lots of information about who you are and what you've done~~
- Explains to the employer/placement person how the skills you have will make you the best person for the job



The sections of a CV

1. personal details
2. Career objective statement
3. educational details (with exam marks)
4. professional associations
5. work history
6. professional development
7. knowledge, skills and abilities
8. interests
9. references

Analysing the job/placement

If you were the employer, what would you be looking for?

- Enthusiasm
- Quick to learn
- Reliable
- Useful skills and experience
- Fit in well with the other people
- Intelligent and able to think for themselves

Analysing the job/placement

Also other things particular to the job and

Organisation:

- Scientific knowledge and skills
- Knowledge of the company
- Agree with principles/vision of the organisation
- Fits with career plans

Analysing the job/placement

Using the information you have, produce a list of skills and experiences you think the employer is looking for.

(when you are applying for regular jobs, it's easier – this is already given to you)

What's a career objective statement?

- Useful for career changers/first time job applications
- A quick overview of who you are and your main skills
- Useful for employers who are reading through many CVs at a time.
- Written in the third person

Example

1. Who I am



2. Experience I
bring

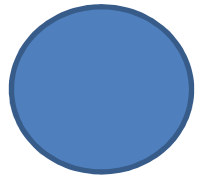


*Enthusiastic, people-centred trainer
and careers adviser*

*with experience in the higher education
sector seeks challenging opportunity in the
probation sector*



3. What I'm looking for



Now you have a go

1. Who are you professionally?
2. What are the main things that you'll bring to the placement? (this could be skills or experience or both)
3. What exactly are you looking for?

Knowledge, skills and abilities

Writing about skills can be difficult!

1. The skill
2. How you developed it

This is called a **competency statement**

(employers love them)

Competency statements

1. I have excellent written communication skills
2. gained through writing of essays and reports during my degree, and writing for the Yorkshire Bat Group monthly newsletter.

Competency statements

1. I am an experienced team player
2. gaining this experience from group working activities at University, in particular taking part in a Dragon's Den competition, where as a group we pitched a business idea and wrote a business plan.

Competency statements

1. I have excellent microbiology skills
2. developed through a ten-week microbiology practical module in which I scored over 90%.

CV review

In groups of ~4, take a look at the CVs you have in your pack.

1. Which gives you a good idea of the person?
2. Which makes the person look professional and employable?
3. Which has a nice clear layout?

Referees

- Usually asked for 2 or 3
- At least one academic
- It's ok to include character referees too – as this is equally important

A good CV...

- Spells out clearly why you will be good at the job
- Important facts easy to find
- Clearly written with no errors
- Presents your range of skills and experiences
- Presents you as a whole person

Personal statement

1. Is written in the first person (unlike a CV)
2. Should flow like a letter (i.e. no headings)
3. convey you as a real, enthusiastic person
4. (Should show that you can write full sentences)

Summary

- Your CV and personal statement should convince the employer that you're the best person for the job
- Chance to get feedback on June 7th
- You can come and see me for careers advice at any time:
Hilary M Jones, hmj500, 8740.

Personal statement

- Why you chose your degree in the first place
- The science and academic skills you are developing in your degree
- Modules that you have especially enjoyed
- Transferable skills you have developed
- Work experience you have
- Why you think this will be the best placement in the world!