



CVs and Covering Letters

Booklet written and produced by Careers & Employability
2015/16



The experience stays with you

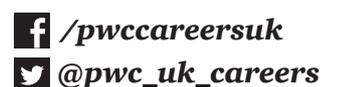
Work in:
Actuarial
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PwC Legal
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CVs and Covering Letters

The CV

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Covering Letters

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Introduction

This booklet has been written to help students start creating their CV and covering letter. We suggest that students read it, look closely at the sample CVs provided and write a first draft. You can bring your draft CV to a Quick Enquiry or Drop In session where one of the Careers Team will look it over and give you some feedback.

If you feel, for any reason, that you are at a disadvantage in the application process because of a disability or any other issue, please make this known to a member of staff when visiting the Careers & Employability Centre, and we will do our best to help you.

General points

Layout

- The norm is two pages although exceptions can be made for academic and medical CVs.
- Some employers, for example, some areas of the media, like a one page CV, more like the American Resumé. This may also be acceptable for first years who do not have lots of work experience.
- Think about where information is positioned on the CV. Information on the first page has more impact.
- Space = importance. Give more space to those parts of your CV that sell you better.
- Avoid splitting an important point between two pages, where possible.
- Keep it simple. No fancy fonts, colours etc.
- Look at some of the sample CVs for ways of formatting your CV.

Please note that although layout is important, don't rely on it. The content is crucial.

CVs for abroad

If you are applying for work outside the UK, you must check the standard CV format for that country and adapt your CV accordingly. In the USA, for example, the emphasis is on a one page document and in Germany, a photograph in the top right hand corner is the norm. Look at our Working Abroad section on Career Central for more information.

International students

The Careers & Employability booklet *CVs for International Students* is available from the Careers & Employability Centre or downloadable from our website. It contains additional information on creating a CV for international students and has some very useful tips and hints about English usage and grammar. You might also find our booklet *Employment Regulations for International Students* useful.

Example CVs

The following section of this booklet provides you with some sample CVs to help you create your own document. Decide which format will work best for you.

You may find that you wish to adapt your own format based on various sections of several of the CVs. For example you may want to use the Chronological CV format but include a Personal Profile. Or perhaps you like the Functional CV but want to give your education section a higher priority. It is up to you. Your CV is **your** document. Don't forget that you can book a Quick Enquiry or Drop In session to get some feedback on your first draft from one of the Careers Team.

Sample CV format

YOUR NAME

Address

email address (make sure it is a sensible name)

Telephone number

LinkedIn Account Name

Personal Profile

A personal profile can be an excellent way to grasp the reader's attention and to give a focus to the sort of career you want to go into. Be careful though, the more traditional employers don't always like Personal Profiles.

Education

Reverse chronological, putting your most recent qualification first. Highlight relevant modules and your placement year/year abroad, if you have done one. Give an indication of your expected degree class with evidence of why you expect to get this result. GCSEs can be combined. A levels should be listed, with grades.

Relevant/Other Experience/Work Experience

- Think about how to divide your experience, paying particular attention to the experience that is most relevant to the employer to whom you are writing.
- You may want a section called Relevant Experience or Legal Experience or Research Experience or Sales Experience, for example, in order to promote the experience most relevant to your application.
- Don't miss out experience that doesn't seem relevant, but use it as an opportunity to give evidence of transferable skills.

Relevant Skills

- By using this term, the implication is that you have many skills, but that you are highlighting the ones most relevant to the career area/employer you are applying to.
- This section is most striking if bullet points are used.
- Make sure you give evidence that you have gone some way to developing the skill you are highlighting.

Interests/Achievements

- This section is an opportunity to highlight extra-curricular activities, emphasising your enthusiasm to try new things and to dedicate yourself to long term projects. It is another chance for you to shine.
- Again, bullet points are useful here.

Referees

- You must ask first!
- If you are applying to an advertised vacancy, it is expected that you have considered who would provide you with the best reference for this post. In this case, you should write your referees' names and contact details.

- If applying speculatively, it is good practice to write 'References available on request'. By doing this, you avoid having to send out a referee's contact details until these details are requested.

JENNIFER THOMPSON

Term time address:
5 Roderick Street
Cardiff CF1 3AT
email: thompson@cardiff.ac.uk
tel: 029 2066 6666
Date of birth: 12 February 1991

Home address:
42 High Street
Coventry CV4 2PY
tel: 01203 666666
LinkedIn: [uk.linkedin.com/in.jenniferthompson](http://uk.linkedin.com/in/jenniferthompson)
Nationality: British

Personal details can go at the beginning or end of a CV. Marital status is not necessary.

EDUCATION

2010 - 2014

Cardiff University
BSc Genetics (Class 2.1)

Student has highlighted modules relevant to the job she is applying for. She wants to continue in the field of science

Modules included Molecular & Microbial Genetics, Cyto-Human and Imuno-Genetics, Microbiology, Biotechnology and Genetic Manipulation. Industrial Placement year below.

2008- 2010

Goodstone Sixth Form College, Coventry
3 'A' Levels: Biology (A), Chemistry (B), Mathematics (B)

2004 - 2008

Greyhill Comprehensive School, Coventry
9 GCSEs: Biology (A), Chemistry (A), Mathematics (A), English (A), History (A), Economics (B), Geography (B), French (C), Music (C)

RELEVANT EXPERIENCE

Jan – April 2014

Final Year Research : *“Investigation of the cytotoxic effects of two novel antibiotics on breast cancer cells”*

Title of project

- Brief description of project aims and outcomes
- Highlight degree specific techniques learnt
- No more than 6 lines

- Conducted experiments on different cell lines representing different sub-types of the disease, to analyse the potential of the novel antibiotics as future cancer therapies.
- Techniques used include DNA sequencing, ECD classification, TEV proteolisation.
- Collected data and undertook a statistical analysis of the results using Excel, GraphPad and CNDA software. Research and results were presented in a scientific paper format.

2012 - 2013

Unilever, Industrial Placement Year

- Investigated the genetic control of virulence factors for pathogenic *Ecoli*.
- Gained experience of a range of genetic analysis techniques, including plasmid manipulation, DNA extraction, PCR and cloning.

OTHER EMPLOYMENT

2013-2014

Kala Bela Restaurant, Llandaff

- Part time waiting work to finance myself through university.
- 6 hour shifts, 3 evenings a week in a busy, 80 cover restaurant

Summer
2010

Data Processing Assistant, Coventry City Council

- Sorted and processed data relating to the housing list
- Evaluated new software packages
- Responsible for training new staff

Summer
2009

General Foods, Moortown

- Logged deliveries of soft fruit and vegetables
- Worked well in a small team under considerable pressure, maintaining a high degree of accuracy

RELEVANT SKILLS

Some people prefer to omit a skills section in favour of incorporating skills amongst the relevant experience in the CV. This is a matter of personal preference and writing style. But always remember, the skills need to be relevant to the area of work being applied for.

- Good **laboratory skills** including techniques of genetic analysis as well as accuracy and attention to detail, developed throughout placement year and during final year dissertation.
- **Project management** skills developed whilst working independently on my research work at Unilever. Timetabled project throughout the year, liaising with colleagues to ensure I was on schedule. Submitted report in written and presentation format at the end of the year.
- Good **written communication skills** gained during degree where clear, concise reports are essential. Have contributed articles on film reviews to the student newspaper, Gair Rhydd, throughout my time at university.
- **Teamwork and collaboration skills** developed throughout my placement year. Waitressing in a busy restaurant has taught me the importance of working as a team to ensure success.
- **IT literate** in a range of packages including Word, Excel, Access, SPSS, SQL.

Use short sentences and action verbs. Don't give too much information about your interests.

INTERESTS

- Hiking: Organised several hikes whilst a member of the University Rambling Club; Explored the Auvergne whilst on vacation in France.
- Hockey: Play for Cardiff University Women's 1st team and compete yearly in pan-university championships.
- Student Journalism: Interested in current affairs and have had several articles published in Gair Rhydd, the Cardiff student newspaper, chiefly science news articles.

REFEREES

You should have two referees – one academic and one personal or employment related. Include a telephone number and emails address where possible. Ask your referees first.

Dr P A Burnford
School of Biosciences
Cardiff University
Cardiff CF1 3AT
Tel: 029 2055 1451
e-mail: burn@cf.ac.uk
Personal Tutor

Dr Geoffrey Millmore
Head of Research Laboratory
Unilever
Colworth House, Sharnbrook
Bedford MK44 1LQ
Tel: 0158 4565 4459
Industrial Placement Supervisor

Skills based CV, often used when applying to less traditional employers e.g. media organisations. By highlighting your transferable skills and de-emphasising the technical/academic content of your degree, you can help the recruiter see how you might fit into their organisation.

JENNIFER THOMPSON

Term time address:

5 Roderick Street

Cardiff CF1 3AT

Tel: 029 2066 6666

email: **thompson@cf.ac.uk**

LinkedIn: uk.linkedin.com/in/jenniferthompson

Date of Birth: 12 February 1990

This grabs the reader's attention and gives immediate focus to the CV. This works well when your degree is not essential to the work you are applying for.

PERSONAL PROFILE

A commercially aware and IT literate Science graduate, I combine strong research skills with a year's project based experience in the private sector, and am looking for a career opportunity in Management Consultancy.

RELEVANT SKILLS

*This is useful in bringing out skills relevant to the job description. Bullet points or use of bold font is effective. Evidence here is well expressed and brief but in a narrative form. You don't have to write like this if you prefer writing in the third person- either is fine, providing you persuade the reader that **you** have the skills **they** want.*

Communication Skills - Demonstrated oral and written communication skills in all work experiences and in publication of articles in a student newspaper. Customer service skills have been developed throughout part-time work in various types of business.

Teamwork – All my work experiences to date have involved working with people, from collaborating on scientific work in industry, to working as a part of a busy team of waiting staff in a restaurant. Hard working and cheerful, I know the value of working together to achieve results.

Business Awareness - Gained insight into work in both the public and private sector. Working part-time in a variety of small businesses has helped me recognise the importance of excellent customer service and value for money.

Problem Solving – As a scientist, problem solving is second nature to me. I am logical, analyse issues and am able to stand back and look impartially at a situation. This has stood me in good stead throughout university where I have learnt to juggle academic work, part time employment and competitive sport.

Ability to work independently - Worked unsupervised for much of the time during Industrial Placement and final year project. I am quick to pick things up and happy to learn as I go, but not afraid to ask questions when necessary.

IT Skills - worked with wide range of databases and statistical computer packages including Word, Excel, Access, SPSS, SQL

EDUCATION

2010 – 2014

Cardiff University

BSc Genetics (Class 2.1)

Scientific study developed logical and analytical approach to problem solving. Computer programmes used for modelling, database and statistical purposes.

Compare this description of the degree with that of the previous CV. See how different parts of the degree have been highlighted to make it much more focussed towards Management Consultancy.

Industrial Placement Year at Unilever, detailed below

2008 - 2010

Goodstone Sixth Form College, Coventry

3 'A' Levels: *Biology (A), Chemistry (B), Mathematics (B)*

2005 - 2009

Greyhill Comprehensive School, Coventry

9 GCSEs: *Biology (A), Chemistry (A), Mathematics (A), English (A), History (A), Economics (B), Geography (B), French (C), Music (C)*

EMPLOYMENT/EXPERIENCE

2013 - 2014

Kala Bela Restaurant, Llandaff

- Part time waiting work to finance myself through university.
- 6 hour shifts, 3 evenings a week in a busy, 80 cover restaurant

2012 - 2013

Unilever Industrial Placement Year

- Organised own work as part of a research project.
- Developed project management skills including management of resources and budget, scheduling work and communication with others working on the same project.
- Gained insight into financial implications of and constraints on scientific research.

Summer
2011

Data Processing Assistant, Coventry City Council

- Sorted and processed data relating to the housing list.
- Evaluated new software packages.
- Responsible for training new staff

Summer
2010

General Foods, Moortown

- Logged deliveries of soft fruit and vegetables
- Worked well in a small team under considerable pressure, maintaining a high degree of accuracy

INTERESTS

Hiking:

Organised several hikes whilst a member of the University Rambling Club; Explored the Auvergne whilst on vacation in France.

Hockey:

Play for Cardiff University Women's 1st team and annually compete in pan-university championships.

Student Journalism:

Interested in current affairs and have had several articles published in Gair Rhydd, the Cardiff student newspaper, chiefly science news articles.

REFEREES

You should have two referees – one academic and personal or employment related. Include a telephone number and emails address where possible. Ask your referees first.

Dr P A Burnford
School of Biosciences
Cardiff University
Cardiff CF1 3AT
tel: 029 2055 1451
email: burn@cf.ac.uk
Personal Tutor

Dr Geoffrey Millmore
Head of Research Laboratory
Unilever
Colworth House, Sharnbrook
Bedford MK44 1LQ
tel: 0158 4565 4459
Industrial Placement Supervisor

JENNIFER THOMPSON

5 Roderick Street, Cardiff CF1 3AT

tel: 029 2066 6666

email: thompson@cf.ac.uk

LinkedIn: uk.linkedin.com/in/jenniferthompson

This gives immediate focus to the CV. It shows you are a hard worker and that you have committed to part time work before.

PERSONAL PROFILE

A student with 4 years' part time work experience in a customer facing environment, good references and a cheerful nature, looking for part time work to finance myself through University.

EMPLOYMENT

2013 - 2014

Kala Bela Restaurant, Llandaff

- Part time waiting work to finance myself through university.
- 6 hour shifts, 3 evenings a week in a busy, 80 cover restaurant

2012 - 2013

Unilever Industrial Placement Year

- University placement year. Worked as part of a research team, investigating the Ecoli bacteria.

Summer 2011

Data Processing Assistant, Coventry City Council

- Sorted and processed data relating to the housing list.

Summer 2010

High Street Supermarket, Swansea

- Full time customer facing role in busy local supermarket
- Dealt with customer complaints and queries

RELEVANT SKILLS

Customer Service Skills – I enjoy working with the public and good references for my excellent customer service skills can be supplied.

Teamwork – All my work experiences to date have involved working with people, from working as a part of a busy team of waiting staff in a restaurant to collaborating on a science project in industry. Hard working and cheerful, I know the value of working together to achieve results.

Quick learner - I am quick to pick things up and happy to learn as I go, but not afraid to ask questions when necessary. I have always worked part time and enjoy the challenge of learning about new businesses.

Compare this short description of the degree with that of the previous CVs.

EDUCATION

2011 - 2014

Cardiff University, BSc Genetics

2008 - 2010

Goodstone Sixth Form College, Coventry 3 'A' Levels

2005 - 2009

Greyhill Comprehensive School, Coventry 9 GCSEs

References available on request

This candidate has more experience than many people who will be using this CV booklet but there are still some useful points. The layout of the skills section is particularly good.

CAROL JENKINS BSc (Hons), DipM

6 Sketty Road, Swansea SA2 6BJ

tel: 01792 666666

email: jenkinscrm@gmail.com

LinkedIn : uk.linkedin.com/in/caroljenkins

CAREER AIM

Career Aim gives a useful synopsis and focus.

A first class honours graduate who has progressed swiftly to senior management within an international financial business environment through top quality, innovative work coupled with a highly motivated approach and strong interpersonal skills. Currently seeking to refocus this experience within a Welsh public service environment.

RELEVANT SKILLS

This skills section gives concise evidence of a broad range of experience. Attractive layout.

Management

- Experience of complex project management to tight deadlines and within budget.
- Effective team and vendor management and motivation.

Communication

Evidence of different types of communication given.

- Ability to generate concise reports for management and external briefing.
- Development and delivery of presentations to clients.
- Established strong, productive and enjoyable working relationships with colleagues, vendors and clients.

Analytical

- Benefit of statistical background combined with practical experience.
- Keen attention to detail ensures accurate and thorough analysis.

IT Skills

- Highly computer literate with a wide range of experience across general office and specialist software packages and databases.
- Word, Excel, PowerPoint, Lotus 1-2-3, Freelance, Crystal Reports, Symmetry, Salestrak, Micropal, SPSS-X,.

Languages

- Fluent English, working knowledge of German, GCSE level French.
- Basic knowledge of Welsh, keen to develop further.

EDUCATION

Diploma in Marketing

2010 – 2011

Gwent College of Higher Education, Newport

Part-time study for Chartered Institute of Marketing qualification

BSc (Hons) in Management Science

2007– 2009

Awarded 'First Class Honours'

London School of Economics and Political Sciences, London

Bishop Gore Senior Comprehensive, Swansea

2000– 2007

'A' levels: Mathematics, Applied Mathematics, Physics, Geography

GCSEs: nine subjects

Description of work split between Responsibilities and Achievements. This is a good way to highlight effectiveness in the workplace

EMPLOYMENT

Direct Marketing Manager

Jan 2012 - Mar 2014

E D & F Man Investment Products, Switzerland

Responsibilities included: definition of target groups for lead general and direct sales; development and execution of communications programmes for specific client segments; analysis of results and programme refinement.

- Achievements
- established direct marketing function thereby improving the effectiveness of the sales process by delivering targeted messages
 - developed the contacts database to function as a marketing and sales system and introduced windows-based reporting package
 - outsourced mailshot activities resulting in significant cost savings and wider distribution opportunities

Marketing Analyst

Jun 2011 - Jan 2012

E D & F Man Investment Products, Switzerland

Responsibilities included: analysis of product performance against the competition and presentation of results of sales support material; project management of fund launch activities: briefing design, video, translation and PR agencies, producing brochures, creating presentations, analysing success; support of a range of marketing activities including corporate material production and event organisation.

- Achievements
- initiated and produced the first divisional corporate brochure
 - extended use of analytical software to improve sales arguments and tools

Assistant Marketing Consultant

KPMG Management Consulting, Cardiff

Jun 2010 – Jun 2011

Responsibilities included: provision of marketing research support to senior consultants for a range of government, utility, private sector and professional clients; organisation of regional seminars individually and with co-sponsors; initiation and co-ordination of internal marketing projects.

- Achievements
- promoted December 2010
 - introduced and modified market research workshops for executives

Administrative Asst: Social Sciences Research Inst. UCS, Swansea

July '09 – Dec '09

Market Research: Guardian Royal Exchange Properties, London

Jun & Sept '08

Work and travel abroad (Europe and Middle East)

Sept '06 – Sept '07

PROFESSIONAL TRAINING

Less relevant work experience takes up less space.

- | | |
|--------------|---|
| Management | Essential Management Skills, Chartered Institute of Marketing (5 days)
Consulting Skills Workshop, KPMG Training Centre (5 days) |
| Marketing | Direct Marketing, Chartered Institute of Marketing (3 days)
Market Research Skills, Chartered Institute of Marketing (5 days) |
| Presentation | Presentation Skills (2 days), Effective Speaking (2 days); KPMG |

References available on request

*It is considered by some, but not all, to be good practice to put references available on request when writing **speculatively** to organisations. It can also be useful if you need to save space*

Most undergraduates will not be in the position to include this section

Here is an example of a Law CV but it might equally be used for other vocational subjects and indeed students from degrees of any discipline.

Personal Profile? Many commercial firms advise against incorporating this into your CV. Stick to a traditional approach which highlights education and legal work experience. The profile is best used in applications to smaller private client practices or by mature applicants or candidates

Gemma Bailey
120 Walker Street, New Estate, Cardiff, CF24 5PY
email: BaileyG@gmail.com
LinkedIn: uk.linkedin.com/in/baileyg
tel: 029 20 1234
Date of birth: 2 September 1990

List all your modules year by year in reverse chronological order, to give a full picture of the legal content of your degree.

If final degree outcome is unknown, you will need to give a breakdown of your 2nd year results (add first year modules too, if impressive)

EDUCATION

2011 - 2014 Cardiff University, LLB Law (class 2i)

LLB III Modules :
LLB II Modules :
LLB Modules :

2008 - 2010 Coleg Glan Hafren, Cardiff

A Levels: Sociology (A), Geography (A), History (B)

2001 - 2008 New Estate High School, Cardiff

GCSEs: A*s: Geography, Art, Welsh, French

A: History, English Language, Literature

B: Double Science, Maths, German

Relevant Work Experience

Oct 2012 to date Innocence Project Case Manager, Cardiff University

Completed intensive Innocence training to take part in this nationwide student pro bono scheme. Reviewed files of prisoners who maintain their innocence, in order to search for any unused evidence, poor legal defence, unsafe confession or other evidence which may bring about a retrial or overturn conviction. Met with family members of prisoners and worked under supervision of criminal solicitors and barristers.

Dec 2013 to date Evenings Administrator, XYZ Law Firm, Cardiff

Paralegal work experience consisting of updating case files, data entry work on nationwide database and answering out-of-hours research requests.

Broadened knowledge of the legal administrative framework and gave a real grounding in a variety of commercial issues.

Summer 2013 Vacation Scheme, ABC Solicitors, Bristol

Invaluable insight into the work of a major regional commercial firm. Shadowed a trainee in the Commercial Property department for a fortnight, then spent a week working in the Projects department. Highlights included sitting in on a number of client meetings and taking an active role in the organisation of a press briefing.

July 2011 Voluntary work experience & Solicitors, Cardiff

Unpaid administrative experience in this busy free partner Criminal practice. Updated files, fielded telephone calls, sat in on client interviews and attended Court on three occasions.

OTHER EXPERIENCE/EMPLOYMENT

Summers '13 + '14 Sales Assistant, Village Pharmacy, Cardiff

Advised customers on a wide range of health and beauty products

2009 - 2011 Pensions Telesales, Legal & General, Cardiff

Gap year work taken to help fund degree.

Contacted prospective clients on a 'cold-calling' basis and marketed the range of pensions services.

Arranged follow-up appointments with pensions personnel.

Exceeded monthly target by 20% on six occasions.

2009 - 2010 Evening Store Replenishment Team, J Sainsbury, Cardiff

Gap year work (evenings) taken to help fund degree.

Promoted to team leader of a group of four colleagues.

SKILLS

- ❑ **Languages** Fluent Welsh speaker, conversational French and German.
- ❑ **IT Literate** Windows 2007 + 2010
- ❑ **Legal Research** Holder of Westlaw UK Basic Certificate
- ❑ **Business acumen** An insight into target led work whilst at Legal & General.

INTERESTS

Netball Enthusiastic player at school, representing South Glamorgan in two tournaments. At University, played for the Law School team throughout first and second year.

Travel Frequent visitor to Europe, represented New Estate Youth in a delegation to Stuttgart as part of the twin-town exchanges conference of 2006. Inter-railed through Eastern Europe in Summer of Gap Year.

Voluntary Work Student Tutor, acting as a Higher Education mentor for school pupils in a local secondary school. Gave talks on student life and career objectives to groups of 6th formers.

REFEREES

Prof Holmes Personal Tutor, Commercial Law, Cardiff Law School, Museum Avenue, Cardiff, CF1 0YZ. Tel: 02920 987654

Ms S Echerman Work Experience Supervisor, Graduate Recruitment Co-Ordinator, ABC Solicitors, Market Avenue, Bristol, BS1 1XY. Tel: 0117 123 4569

Rebecca Lane

5 Roderick Street, Cardiff, CF1 3AT
Tel: 029 2066 666
email: LaneR@freeserve.co.uk
www.linkedin.com/in/rebeccalane

You can choose to have a Personal Profile too.
See other sample CVs

EDUCATION

2010 - 2011

Cardiff Business School

MSc Human Resource Management

Course content covered Employee Relations, Organisational Theories, and Industrial Relations. Used case studies to examine new methods of motivation and recruitment.

2006 - 2009

Bristol University

BSc Psychology (Class 2:1)

Dissertation: Increased use of Occupational Psychology in large businesses.

Key modules: Research design and data analysis, Statistics, Psychometrics.

2003 - 2005

Binton Sixth Form College, Richester

3 'A' Levels: Psychology (A), Spanish (B), Mathematics (B)

1997 - 2002

Greys Comprehensive School, Richester

9 GCSEs: Biology (A), Chemistry (A), Mathematics (A), English (A), History (A), Economics (B), Geography (B), French (C), Music (C)

EMPLOYMENT

All work descriptions highlight experience relevant to HR

April - Aug 2010

Housing Benefit Clerk, Richester County Council

Worked directly with benefits claimants on the telephone and in person, offering advice in one-one interviews. Organised new internal filing system resulting in less time consuming claims process. Presented strategy document to senior directors outlining improvements to use of office space, taking into consideration employee needs. Outcome: document agreed and implemented.

June 2009 - April 2010

Logistics Co-ordinator, Inter-Furniture plc

Worked as part of Production team. Measured stock. Shadowed Personnel Manager for 4 days.

2006 - 2008

Part-time Shift Manager, McDonalds (mainly weekends)

Organised and motivated staff to deliver good customer service. Took part in and delivered Customer Service and Retail Skills training to groups of 6-10 staff on regular basis.

Summer 2008

Research Assistant, HESA

Collected and collated data for a national survey, working as a member of a Social Science research team of 12 people. Exceeded own data collection targets and coached 2 other team members to collate and present data on Excel spreadsheets.

RELEVANT SKILLS

Skills are relevant to the work area the candidate is interested in.

Interpersonal – Work well at all levels. Communicated with different departments whilst working at the Council and worked well with claimants on one-to-one basis. Motivated and trained staff at McDonalds Restaurant. Coached colleagues in 2008 Research Assistant role.

Understanding of HR issues – Some involvement with recruitment decisions at McDonalds. Broad awareness of legal issues affecting HR. Read Personnel Management and Personnel Today to keep up-to-date. Associate member of CIPD and regularly attend briefings, meetings and development events.

Teamwork - Made effective contributions as both team member and team leader during work experience roles. Also, in sport and charity work.

Organisation – Excellent administrator with the initiative and ability to look to improve procedures and achieve desired outcomes.

Computer Skills - Worked with wide range of databases and statistical computer packages (MS Office, Word, Excel, SPSS, PowerPoint, Internet).

Problem Solving - Logical and determined approach to problem solving demanded by research work at University and work experience as Logistics Controller and Shift Manager.

INTERESTS

Charity Work: CSV Volunteer in Bristol and Cardiff; supported disabled young people on both individual and small group basis. Team leader for group of 5 volunteers who regularly organised day trips for the young people. Positive feedback from CSV Manager

Travel: Planned, organised and undertook a wide range of travel in Africa and across Europe on an independent basis during past 5 years. Increased cultural awareness and competency in 3 European languages.

Hockey: Played at Southern Schools, University 1st Team and currently for local 1st division side.

Languages: Spanish, Italian and French to good conversational and written level.

REFEREES

Dr V Wise	Mr Geoffrey Millby
Head of Human Resources	Operations Director
Cardiff Business School	Inter Furniture
Cardiff University	Kingswood House
Cardiff CF3 2PU	Richester RB4 2NU
email:	email:

referees – 1 academic and 1 work related

Covering letters – layout and content

An alternative to this might be to put your name and address as a header in the middle of the page.

Your address
Line 1
Line 2
Postcode
email
tel

Their address

Line 1

Line 2

Line 3

Postcode

Date

Dear Name

- *Use a name if you have one and if you don't, try very hard to find a name to write to.*
- *Don't use Christian name unless you know the reader.*
- *Don't say "Dear "Wendy Jenkins", say Dear Mrs Jenkins. If you don't know marital status of a woman, it is safe to say Ms.*

Re: Reason for Writing

Introductory Paragraph. Introduce yourself and explain why you are writing. For example, "I wish to apply for the post of Graduate Engineer with X which I saw advertised on your website and I enclose my CV for your consideration." For speculative letters, the first paragraph might include something about the company and why you are attracted to them.

Paragraph 2: Why are you interested in working for the organisation? Why are you particularly interested in the job/function? Give some evidence that you have done some thinking and research about the employer. Personalise this section. Do not send the same paragraph to every employer. Paragraphs 2 + 3 are interchangeable.

Paragraph 3: What makes you a strong candidate for the job? Outline your skills and experience. Refer to your CV, but don't repeat points: "You will see from my CV that" If you are applying to a specific advertisement, match yourself to two or three points in the job description. You need to bring out a real enthusiasm in this section. Write simply and don't overcomplicate sentences.

Paragraph 4,Optional: You may want to include a section that deals with problem areas. A failed "A" level, a change of course or a health problem could be mentioned here. Only do so if you feel the problem area is significant.

Conclude: You should end the letter on a positive note, whilst also including any practical details regarding limits to your availability such as exams, holidays etc. It is quite difficult to end a letter. You need to appear enthusiastic, but don't overdo it.

Yours sincerely

Use "Yours sincerely" if you have a name to write to. Use "Yours faithfully" if you do not.

Your name

Optional activity – Comparing CVs

This candidate wants to send this CV off to a company who are advertising graduate vacancies in Retail Management. How targeted is it? Would you make any changes?

Robert Phillips

Home Address

Xxxxxxxxxxxxxx

Xxxxxxxxxxxxxx

Xxxxxxxxxxxxxx

University Address

Xxxxxxxxxxxxxx

Xxxxxxxxxxxxxx

Xxxxxxxxxxxxxx

xxxxxxxxxxxxx

Date of Birth: 3rd April 1991

SKILLS PROFILE

- **Communication:** This has been greatly enhanced by my degree both written and orally, through the presentation of data in seminars and continuous assessment by essays. It has also been affected by my experience with customers where satisfaction is required.
- **Self confidence:** This is reflected in the participation of a work America programme over the summer of 2009, which involved finding a job and a place to live in strange and new surroundings. Learned to work rapidly under stressful conditions.
- **Organisation:** My travels to and across the USA required a great deal of forward planning, raising money and organising train tickets are just a few examples. I manage a 7-a-side football team in a local Sunday league requiring organisation of the team from week to week.
- **Time management:** I have learned to manage my time efficiently through the study of my degree as practical work must be organised around the lecture course.
- **Teamwork:** I enjoy working within a team as many of my practical classes in genetics involve group cooperation. I can also work alone as my third year project demonstrates. My ability to work with others was an essential skill for completion of the Duke of Edinburgh's bronze and silver awards. This involved conservation exercises and expeditions in which leadership responsibilities were required.
- **Interpersonal skills:** I have experienced a diversity of working environments and people from many cultures whilst gaining valuable insight into business structure.

- **Computers:** I am proficient at word processing and have experience with the use of data bases and spread sheets.
- I am keen to learn and enjoy challenges, seeking to complete what has been started. Problem solving skills have been developed during my degree. I possess an active social life and dedication to sport.

EDUCATION AND QUALIFICATIONS

2011-2014	University of Leicester BSc Honours degree in Biological Sciences (Genetics) Expected result 2(i). Courses: Biochemistry Microbiology and Immunology Cellular development Physiology Genetics Final year project in genetic engineering, involved the cloning of a gene into a vector and the production of the corresponding protein.
2004-2011	Rainford High School A-levels gained: Geography (A), Chemistry (B), Biology (C), General Studies (C) Gained 10 GCSEs including Maths and English

EMPLOYMENT

Summer 2009	Fisherman's Restaurant, Seattle, USA Worked as a bus boy. This involved clearing and setting tables, serving drinks and generally looking after the customer.
Summer 2008	Carborundum, Mill Lane, Rainford Worked within a specialised international company that produce insulating fibre. Learned to use data bases to store information on spare parts for the production line which I had to organise. Some quality control was carried out to ensure consistency in the raw materials.
Summer 2007	J A Brown builders, Rainford Worked in the building trade as a general labourer
2006-2014	Rainford Village Hall

Bar work, collected and washed glasses

2004

Work placement at Brook Lodge Primary School, Rainford.

Involved marking books and listening to children read.

ACTIVITIES AND INTERESTS

SPORT

I have a keen interest in sport and have represented my school and town at Basketball requiring a high level of commitment to training and competing. I coached children at Basketball camp on weekends run by the school. I represented my hall at basketball, football and rugby. Weight training and running regularly keep my fitness at the necessary level. I play football in a local Sunday league in which I manage the team. One of my other interests is in mountain biking and I often go on cycling weekends to Wales with friends.

TRAVEL

I participated in a student exchange programme with a French town, spending a week with a French family. I have travelled much of Europe with my family and spent time skiing in Austria on a school holiday. In the summer of 2008 I travelled to the USA with a scheme called BUNAC, I settled in Seattle and spent two months working in a restaurant. I earned enough money to cover my initial costs and travel across America by rail, spending time in many cities.

I hold a full clean driving licence.

REFERENCES available on request.

This candidate wants to send her CV off speculatively to a company who want to recruit graduates from any discipline for a Career in IT. How targeted is it? Would you make any changes?

Curriculum Vitae

Sarah Jenkins

Personal Details

Address:	Home:	University:
	XXXXXXXXXX	XXXXXXXXXX
	XXXXXXXXXX	XXXXXXXXXX
	XXXXXXXXXX	XXXXXXXXXX
	XXXXXXXXXXXXXXXXXXXX	XXXXXXXXXX

Telephone: 123456

Email: mkh@asf gb.co.uk

Nationality: British

Education

2011
University
Studies

University of Leicester

- Presently in my final year studying BSc Applied Geology.
- Expected degree classification: 2.1
- 2nd year: subjects studied: principles of mining and mineral processing, sedimentology, economic mineralogy, mineral deposit studies, igneous petrology, structural geology, plate tectonics. Geevor Mine (and associated Cornubian Sn-ore deposit): ore suite report.

Computing: computer literate, daily use of Word and Excel programmes and spreadsheets knowledge of geo-eas, interdex, mini-tab programmes

Fencing: competed in France as team captain for the Bradford Fencing Club, coached as part of a beginner's course which I organised. I am a member of the Leicester University Team where I coach weekly and currently hold the position of Captain.

Geological Society; at Leicester University for which I am secretary

I am currently learning Spanish

Full clean driving license

References

Dr xxxxxxxxxxxxxxxxxxxx

XXXXXXXXXXXXXXXXXXXXX

XXXXXXXXXXXXXXXXXXXXX

XXXXXXXXXXXXXXXXXXXXX

Dr XXXXXXXXXXXXXXXXXXXX

XXXXXXXXXXXXXXXXXXXXX

XXXXXXXXXXXXXXXXXXXXX

XXXXXXXXXXXXXXXXXXXXX

Further help

If you have found this booklet useful, you may want to download other booklets from our website **careercentral.cardiff.ac.uk** – use Cardiff login.

This booklet is available in Welsh on request from the Careers & Employability Centre, 50 Park Place.

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Careers & Employability Locations

Cathays Campus

Student Support Centre

50 Park Place, Student High Street

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Skills & Opportunities Hub

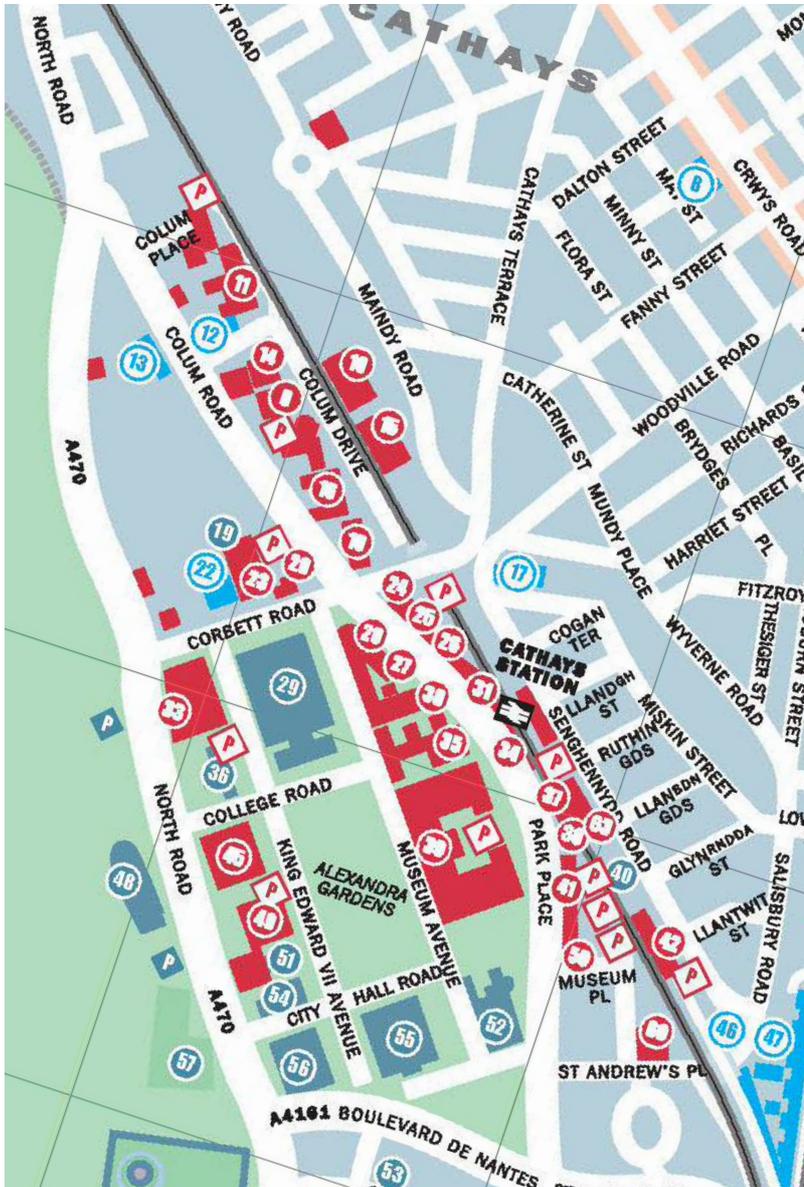
37 - 38 Park Place, Student High Street

41

Cardiff Business School

Aberconway Building

11

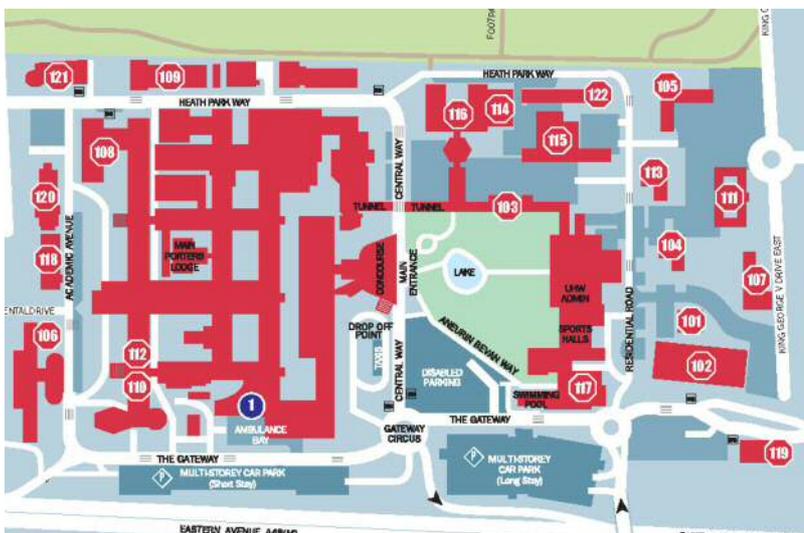


Heath Park Campus

Cardigan House

Heath Park Campus

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