



CELEBRATING
18 YEARS
in Business
2005 - 2023

It's all about making the right choices...



Today's Workshop

- Writing a CV
- Personal Statements
- Letters of Application

It's all about making the right choices...



Q. Why do we need a CV?

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- To introduce ourselves to potential Employers/further education
- Point of reference for ourselves in interview situations

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Q. Do we need to change our CVs?

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- According to role/course we are applying for
- As we gain more experience we add to it

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Q. So what information should we have on our CV?

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- Personal details
- Profile/ personal statement
- Education
- Work experience
- Interests
- References

Length – How long should a CV be?

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Q. So what should our CV contain?

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- **Personal details** – ensure these are correct
- **Personal statement** - we will come back to this
- **Education** – starting with the most recent first, putting predicted grades
- **Work history** – again most recent first
- **Interests** – Keep brief and concise, try and make relevant. Don't fabricate your interests, you may be asked about them!
- **References** – provide 2 and ensure you have asked the people who's details you have provided

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Dos and Don'ts

- Grammar and spelling, capital 'I'
- Font – make sure it is standard
- Make sure you stay in the same tense

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Q. What is the Personal Statement / Profile?

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- A summary of you, including skills and achievements
- **How long** - 40-50 words using lots of 'action' words
- **Relevance** - Make sure it is relevant to what you are applying for

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Letter of Application

- Set out

- Tell me how we set out a letter correctly...

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The address of the person you are writing to should be displayed on the left just beneath your address

Your Address: Should be displayed in the top right corner



The date should be displayed just below your address on the right

Your greeting should be displayed on the left

This is where you sign off; yours faithfully or yours sincerely

This is the main body of your letter



This is where you sign and print your name

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Any Questions?



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