

CELEBRATING 18 YEARS in Business 2005 - 2023



Todays Workshop

- Writing a CV
- Personal Statements
- Letters of Application



Q. Why do we need a CV?



 To introduce ourselves to potential Employers/further education

Point of reference for ourselves in interview situations



Q. Do we need to change our CVs?



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



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



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

Length – How long should a CV be?



Q. So what should our CV contain?

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



- 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



Dos and Don'ts

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



Q. What is the Personal Statement / Profile?



A summary of you, including skills and achievements

How long - 40-50 words using lots of 'action' words

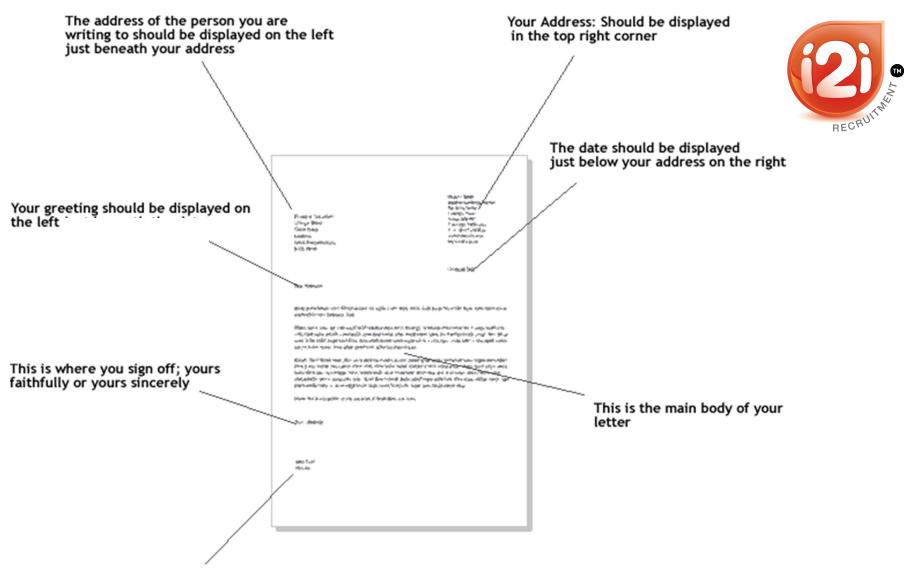
 Relevance - Make sure it is relevant to what you are applying for



Letter of Application

Set out

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



This is where you sign and print your name

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

Any Questions?





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