

CV Skills Tutorial

This tutorial is designed to step you through some of the actions and thought processes you will need to go through when preparing a CV and completing the CV coursework.

The questions are designed to take you set by step through the process of identifying and evidencing your skills. If the skills are weak, they will help you identify next steps to add to your career development plan.

Both the CV and a career development plan are required to be handed in for this coursework.

You will gain the greatest benefit if you are already prepared.

Like all written coursework at university you are advised to produce a draft first and then go through a number of iterations to refine your final submission.

This tutorial is designed to help you through the drafting and refining activity.

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Note

Before completing this tutorial you will need to:

1) Orientate

- download the CV coursework specification
- select a job which you plan to apply for

2) Analyse the job description

It may be helpful to identify carefully the skills they are asking for carefully highlight/identify key phrases which tell you what they are looking for

3) Evaluate yourself - use the recommended activities

- access resources on the careers web site including the careers readiness test
- carry out your own research

4) Familiarise yourself with the typical CV structure

- identify a CV template which you plan to use/follow -

NB: you can always choose a different template later

5) Prepare - you may find it helpful to either:

- print out a CV template and write text in it
- create a draft document and record your basic personal details

I suggest you either work through this tutorial alone, or virtually with a fellow COMP1205 student.

It may be that you could discuss it with your fellow students as a tutorial activity

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When you answer the questions provide longer answers, as if you were explaining the information to a new friend.

You will edit down your responses later

In this exercise you are identifying as much information as possible

Hi Su, when you submit this form, the owner will be able to see your name and email address.

* Required

Confidence and preparedness

This section helps evaluate how prepared you are to complete the tutorial.

Reflect on your answers when you get to the end of this section

At that time you may decide that you need to do more preparation before completing the tutorial

1

Which job are you thinking of applying for? *

Enter your answer

2

What was your reason for choosing this vacancy? *

Enter your answer

3

Consider the following statement:

I am confident that I have sufficient prior experience to write a successful CV for my chosen opportunity.

Select your response below *

- Extremely true
- Somewhat true
- Slightly true
- Not true at all
- I don't know yet

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Consider the following statement

I am confident that although I do have some areas which are weaker, I will be able to use the career development plan to get a better mark

Select your response below *

- Extremely true
- Somewhat true
- Slightly true
- Not true at all
- I don't know yet

Identifying and describing your skills

In this section

You will be asked a series of questions which are designed to help you relate

- the need to demonstrate that you have a required or desired skill
- the way you describe that skill in your CV
- think about how you will develop that skill
- the way you chart your planned progress via your career development plan

Before you begin you will probably find it helpful to look though the advert again to:

- identify the skill you want to demonstrate

It will probably be most constructive to choose something which

- you are finding difficult to explain

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Have you looked through the four pages of the career development plan template?

Note

You may find it helpful to refer to and make notes in a draft version of the career development as you work through this section *

Career development plan: Medium term				
Timescale	Target skill/objective	How? What you will do?	Timeframe	How will you explain this contribution in your future CV? Or how will your CV change as a result of completing this task Or what measurable changes will have taken place (skills, knowledge or understanding)
	e.g. explore business sectors.	Identify a number of discrete steps which will take you towards your final objective	plan in more detail when you will start and complete each task. e.g. summer vacation Yr. 1	e.g. Management skills I completed my first summer internship at <xxx>. I ...
Medium term				

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Enter the text from your chosen job description

- which explains the skill they require or desire

Use the format

<Job chosen and skill required>:<fragment of text from the advert> *

When (what date range) did you gain this skill?

This may refer to a time period when you

- were in formal education
- held a role in a club or organisation
- worked for a particular organisation
- were given a specific task

Note:

In a CV you are typically expected to provide specific information about the start and end dates for each item of your work history and education.

Your case may be strengthened by an explanation of a soecific time period within e.g. I was given extra responsibilities after my first month ... I spent two year's working on xxxx before ...

Dates need to make sense and match the rest of your CV.

You need to:

- provide as much detail as possible
- keep information brief
- be ready to edit
- expect an overlength draft

Even if there is no room for fine detail in the CV

- you may identify something important for the intro

Working out dates and timelines can highlight an immediate task for your career development plan; e.g contact the potentially ideal referee; ask for a testimonial to be added to your LinkedIn profile *

Where and in what context did you acquire this skill? *

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Write a few sentences to describe any evidence or ways that you can measure that would back-up your claim to have this skill.

For example:

- explain when you were promoted
- describe additional responsibilities you were given?
- provide information about an award you won *

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Can you identify someone you might use as a referee who would be likely to provide some confirmation that you achieved this skill to a high level?

if so, who are they? What contact information do you have for them? *

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Do you think you could provide better evidence of this skill after you had done something more to developing yourself in some way?

If so, this will be the basis for starting a new entry in part of your career development plan *

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Do you think you could provide better evidence of this skill after you had done something more to developing yourself in some way?
If so, this will be the basis for starting a new entry in part of your career development plan. *

- Yes
- No
- Maybe

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List the different things you could do to get better information on the CV *

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What is the time frame for these actions? *

- immediate
- short term
- medium term
- long term

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What might be your immediate actions? *

16

What might be your short-term actions? *

17

What might be an medium-term actions? *

18

What might be an long-term actions? *