CV Coursework FAQs
Based on questions fielded so far

General guidance

Read the whole of the coursework specification.

Expect to start with a draft which has every possible bit of information and then edit it down to something which fits into two pages, is relevant to the job you have chosen, and looks good. These are loosely defined tasks, although we guide you by providing clear information of how you will be marked. Read the mark sheet and use it to provide an objective understanding of what you have done

Different people will make different decisions depending on their experience, education and stylistic preferences.

FAQs
Overall Content
Do I include the appendix name pages?

You do not have to include the appendix name pages in your final submission.

Cover sheet
How much should I write - role choice
Can be short - aim for a couple of brief but coherent sentences

Covering email - What do you want exactly in this section?
This is the text of an email to the employer. Write some text which would help you impress whoever at the organisation first reads your application.

CV contents
Templates
When creating our CVs, can we use templates?
YES - you might want to add a footnote somewhere acknowledging the source, or in the handin

Education - do I need to explain the whole of my degree?
You may need or want to include details of the modules which you are studying in this academic year.

What achievements do I put in?
Include achievements which are relevant to the post and help b build a more complete picture of your skill set.

What do you mean by portfolio skills?
Referring to skills by a general term - for example claiming to have leadership skills, communication skills or time management skills - does not inform the reader.

Much better to explain something as follows
Leadership: after two months at xxxx I was put in charge of a small project team to xxxx
Communication: I write and publish blog posts tracking latest cyber-security issues http:\\xxxxx
Communication/Leadership: I led a school phone canvassing team which successfully raised xxxx
Here you are providing actual evidence rather than offering platitudes

References/referees - especially with no prior work experience

You should certainly and minimally include your personal tutor or an academic who knows was you well at the university. You may have someone from another part of your life ... an english teacher, someone who knows your voluntary work or someone from your high school or college who would be the second reference

Can I state "references available upon request" at the bottom of my CV instead of providing dummy contact details and put "Y" for the checklist for that section?

No.

Referee details

I've just been checking over everything to make sure I've got all the marking criteria ticked off, and I note that on slide 30 of lecture L2.1 (http://edshare.soton.ac.uk/20651/) it says that references should have a postal address listed. I've currently only listed email and phone. Is this necessary? I've never known any of the positions I've been interviewed for or offered to require physical addresses for references.

It's a matter of validating the authenticity of the organisation or establishment
If you just provide an email and phone number you could be giving a fictitious reference which will be handled by someone you know
It is quite usual for companies to check this information especially as jobs become more significant

You don't want to miss out at the first hurdle

Just to make sure, dummy data for contact information is okay in which case, solely for the purposes of the coursework?

Yes, although if it is a real organisation give as much realistic info as possible, whilst respecting the privacy of the individual/organisation - most applicable to an individual's direct contact details

Academic Integrity

we've just had published an academic integrity lecture which mentioned the idea of "recycling" (submitting previously-created) work being an AI violation without specific written permission.

I'm pretty sure you mentioned in one of the lectures that it was okay to start from our existing CVs if we had them, modifying them appropriately for the coursework and the position, of course - just to confirm, this is not considered to be an academic integrity violation for this coursework, I assume?

If you were repeating the module I would not want to see the same CV a second time round, if you have developed your CV then it is going to be based on a previous version to some extent "-)

Career development plan

How much content in the CDP?
For the Career development plan in the coursework do we need multiple tasks for each time frame or is just 1 task for each time frame sufficient?

That will depend on the scale of gaps which exist in the CV and the thoroughness with which you want to complete the career development plan.

You can read the criteria on which the career development plan is based in the self mark sheet

Use the examples at the heading level as a guidance

Your CDPs are evaluated to see whether you are actually developing a feasible plan in the longer term

Layout of career development plan

I'm finding that the format of the tables in the coursework PDF are not showing correctly for me.
I have put the Word document into EdShare here http://edshare.soton.ac.uk/20670/

You can also see it via the resources tab on the module page