# INFO1010 CV Workshop

## Reviewing your experience – what can you put on your CV?

Prepare the list individually then compare your list with a partner, and then review and update your information if you like

|  |  |  |  |
| --- | --- | --- | --- |
| Experience I have  (and can evidence) | Experience I want to improve so I can provide better evidence | Experience I want to gain so I can create some evidence | Things I want to achieve or do while I am at university |
|  |  |  |  |

# CV tasks – Class room activities

Complete activities sitting in your tutor group clusters but working in pairs (across group if necessary)

## Activity 1

Individually think about your strengths or ‘selling points’ which you could put on a CV.

Use this as a starting point for future planning.

**Complete the first sheet** – include:

* What you can do well
* What you can improve
* What you can do (new) to acquire experience/skills
* Things you want to achieve when you are at university

## Activity 2

Compare what you have written on your sheet with that of your partner

* Discuss what you have written, think about what you might have forgotten, or ideas which are new to you
* Think about how you might translate your experience into something you would put on a CV
* make the changes in your lists

## Activity 3

After you have looked at the CV guide, complete a draft version of your CV

Compare what you have written on your sheet with that of your partner

* Discuss what you have written, think about what you might have forgotten

## Activity 4 (optional – covered in slides)

For each of the sections on the CV try to think of things people might do wrong

* Write each error on a Post-It
* One person from your tutor group adds the post-its to collective CV template  
  at the front of the class
* CV Guide - What to include

From career destinations web site – underlined sections indicate extra notes available

|  |
| --- |
| ****Personal details:****  * Name, addresses, telephone and e-mail. Nationality and gender are optional but useful if your name is unfamiliar. Date of birth is also optional. |
| [Career objective/profile:](http://www.southampton.ac.uk/careers/employability/successfulapps/profile.html" \t "_self)  * You may wish to investigate how to write this optional and challenging part of a CV. Are you confident that it is really adding value and impact to your CV? |
| ****Education and Qualifications:****  * Degree subject and classification expected/attained. Describe your degree but be selective - think about what the organisation is likely to be interested in. (e.g. projects or dissertations). Consider including what you have gained in terms of skills and technical abilities (e.g. research skills, report writing, problem solving) * List A levels or equivalents. Summarise GCSEs (e.g. 9 GCSEs grade A\* - C including maths and English language) |
| ****Work Experience:****  * Include volunteer work, part-time jobs and vacation work (but not every job you’ve ever done back to the paper round when you were 12!) * Summarise long lists of short term temporary work * Include name of organisation, job title and dates and give a brief account of your duties and responsibilities * Use action words such as achieved, developed, managed. PDF download |
| [Skills:](http://www.southampton.ac.uk/careers/compass/sell/skillsaudit.html" \t "_self)  * Find out what skills the employer / organisation requires and give evidence that you have those skills * You may want to have a specific skills section on your CV which addresses the skills you have developed in each area of your life * Alternatively you can incorporate your skills into each section of your CV |
| ****Interests/activities and positions of responsibility:****  * Describe what was involved, what you achieved and skills developed e.g. organising social events, student representation * Not too much space for school responsibilities or minor interests |
| ****Additional skills:****  * For example; driving licence, languages, first aid, computing |
| [References:](http://www.southampton.ac.uk/careers/employability/successfulapps/referees.html" \t "_self)  * You may want to include contact details of your referees - this may depend on how much space you have. It is acceptable to write, ' References available on request' * For graduate jobs most employers prefer one academic reference and one employer reference |

## ****Draft CV****

Complete a draft version of your CV

Show your CV to your partner

Explain with them what you are putting in each section and why

|  |
| --- |
| ****Personal details:**** |
| [Career objective/profile:](http://www.southampton.ac.uk/careers/employability/successfulapps/profile.html" \t "_self) |
| ****Education and Qualifications:**** |
| ****Work Experience:**** |
| [Skills:](http://www.southampton.ac.uk/careers/compass/sell/skillsaudit.html" \t "_self) |
| ****Interests/activities and positions of responsibility:**** |
| ****Additional skills:**** |
| [References:](http://www.southampton.ac.uk/careers/employability/successfulapps/referees.html" \t "_self) |

# INFO1010 CV Workshop

## Activities after this class

You need to complete the CV coursework, but before you do that it’s probably a good idea to look at some of the extra information first

### Notes are on EdShare – via module resources page

There are slides, handouts and links

* Read and review the slides
* Read and review the handouts
* Take the look at the links provided
* Incorporate the advice provided
  + Into your coursework
  + Into your planning

Make your own investigations – look into topics/job sectors that your are interested in

Review the slides from last week’s class, they may be relevant and useful too.

## Thoughts

How can you use this advice or these exercise to help you

In your studies

* Planning,
* Approaches
* Module choices
* Out of ECS studies

In your work ambitions

* work in the vacation
* Part time work in term-time
* Internships and work placements

## Before you submit your coursework

You may want to get a friend/peer to review your CV before you submit the coursework.

The may be able to help you to:

* Spot any careless mistakes
* Make suggestions on ways that you can do a better job