

pearsonwhiffin
EDUCATION

CV GUIDANCE
SUMMER 2020

This presentation has been designed to help you write your CV;
in particular it looks at profile and achievements.



YOUR PROFILE

- Your profile or personal statement should be 2 small paragraphs at the top of your CV
- The purpose of this section is to give your reader a snapshot of your skills, achievements, experience and character
- Make sure to rewrite this section EVERY time you use your CV and aim it directly at the job and company to whom you are sending it
- Be sure to avoid clichés and common phrases – a unique and interesting profile is more likely to capture the attention of your reader

YOUR PROFILE

- A good layout to follow is:
- **Paragraph 1:**
 - 4 or 5 lines
 - Who are you now?
 - What are your best skills, achievements, qualifications, character traits (related to the job / company)
- **Paragraph 2:**
 - 4 or 5 lines
 - Where do you want to go? What are your career ambitions?
 - What type of company do you want to work for? What type of job do you want?

YOUR PROFILE – AN EXAMPLE

A highly motivated and hardworking individual, who is currently completing their GCSEs, and expects to receive excellent grades in both Maths and Science. Seeking an apprenticeship in the engineering industry to build upon a keen scientific interest and start a career as a maintenance engineer.

Mechanically minded, with a methodical approach to working and an eagerness to learn and develop personal skills in a practical setting. Eventual career goal is to become a fully-qualified and experienced maintenance or electrical engineer, with the longer-term aspiration of moving into project management.

ACTIVITY



Write your profile using the previous 2 slides as a guide



Read your profile out loud and have it proofed to ensure it sounds good



Consider how you might change your profile to suit different applications in different industries

ACHIEVEMENTS

- Most CVs will contain skills and competencies but the CVs that truly stand out will contain achievements
- The difference is subtle but simply put, an achievement demonstrates and provides evidence of a skill or competency
- A good CV should have a separate section for achievements but will also ensure that other sections contain them (i.e. experience could contain achievements from your job history)

ACHIEVEMENTS - EXAMPLES

1. Ability to work to tight deadlines demonstrated by my 100% attendance record at school and having not missed any coursework deadlines during my GCSEs
2. During my work experience I worked front of house for a large hairdressing firm demonstrating and building on my confidence and my customer service skills
3. Duke of Edinburgh Gold Award which involved working as a team to overcome challenges as well as determination and commitment to complete difficult objectives
4. I am a very 'hands-on' person and regularly take on maintenance projects at home including fixing a broken motorbike for sale (£250 in September 2017)
5. Raised money (£1000) for a local charity providing sports coaching to disadvantaged primary students in the summer of 2016 and 2017
6. Received good feedback from the Commercial Director at my work experience placement who commented that I had 'gone above and beyond his expectations of a secondary school student'

ACTIVITY



LIST YOUR ACHIEVEMENTS,
THE SKILLS THEY
DEMONSTRATE AND HOW
THEY MIGHT SUPPORT
FUTURE JOB APPLICATIONS



IF YOU GET STUCK USE
HEADINGS – SCHOOL, WORK,
VOLUNTARY ASSIGNMENTS
ETC



CONSIDER ASKING FRIENDS
AND FAMILY – THEY WILL
OFTEN NOTICE YOUR
ACHIEVEMENTS MORE THAN
YOU WILL

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