

CV Writing

Feb 2023

LONDON
SCHOOL of
HYGIENE
& TROPICAL
MEDICINE



Forthcoming events:

- **Alumni panel: working with UN and other international organisations** - Mon 6 Mar 17:30-19:00 (online)
- **Interviews** - Mon 6 Mar 13:00-13:45, repeats Thurs 9 Mar 13:00-13:45 (hybrid)

See the Careers Moodle page '**Forthcoming workshops and events**' for full information.

What we will cover in this session

- Key CV principles (content, format)
- Tips for Career Changers (including within sector, eg clinical to non-clinical)
- How to analyse job information to inform the content of your CV (even when making speculative applications)
- 'Translating' your experience into the language of chosen sector/type of organisation

What is the purpose of a CV



- Personalised marketing document
- Showcasing your skills/experience
- Getting you through to the next round of recruitment (e.g. interview, assessment centre) via human/computer sift
- How long does the average recruiter spend reviewing a CV? **7.4 seconds** (The Ladders 2018)

Basic CV Structure

- **Personal details:** Name, address, professional email, local telephone; nationality if international student (if relevant); no photo
- **Profile:** Tailored to the job –make it powerful or don’t bother!!
- **Education:** Chronologically backwards, focus on skills with evidence & RELEVANT modules
- **Work experience:** Consider RELEVANT section first; then ADDITIONAL. Include voluntary/unpaid too. Emphasise skills gained!
- **Additional skills:** hard ‘practical’ skills –IT, languages, driving licence (if relevant)
- **Interests:** proving skills, illustrating personal qualities –give detail and make you and your interests sound interesting!!
- **Referees:** “available on request” acceptable –or don’t include this section at all

Key principles (content)

- Tailor your CV to the individual job
- Start with the job information and work backwards –
 - What are they looking for?
 - How can you present your skills/experience to show those things?
 - What words do they use – can you echo those words?

Key principles (content)

- Apply the 'So what?' test to every item – is it relevant, will the reader be interested?
- Be prepared to leave things out
- Quantify achievements where possible
- In general, don't just mention a skill, back that up with evidence – exception is 'technical skills' section (IT, languages etc)
- A short 'profile' can be very helpful, particularly for career changers

More on the profile

Your career background +
your studies here +
any other relevant factors =

The unique combination you would bring to the job.

Especially useful to unite a variety of experiences/expertise.

Career changer CV

- Start with contact details
- Add a profile, and your education
- Organise most of the CV by key skills
- [Example CV on Prospects](#)
- [Example CV on Moodle](#) (from clinical to non-clinical)

Skills

Working in a team

- Staff member at Starbucks fulfilling orders and providing excellent customer service
- Project assistant for Dig NW collaborating with the project team to plan Summer Dig events and ensure each day ran smoothly
- Committee member of university Archaeology Society, devising and facilitating annual programme of events and talks
- Editing and publishing newsletter for South West Branch of Council for British Archaeology

Organisation

- Successfully combining study, part-time work, volunteering and extra-curricular activities
- Coordinating well-received archaeological events for Dig NW and the university Archaeological Society. Summer Dig participants commented, 'What a well-organised day. It rekindled my interest in archaeology'. 'It was so exciting finding real pieces of ancient pottery'. 'Mia showed me how to interpret and care for the pottery we found'

Negotiation

Key principles (format)

Your CV should be:

- Clear (very easy to read and understand, clear headings and sub-headings)
- Consistent (formatting)
- Correct (thoroughly proof-read)
- 2 pages (academic can be longer, some sectors/countries prefer 1 page)

Key principles (format)

- Give most space (most detail) to most relevant things and put them early in CV.
- You can split experience into 'relevant' and 'additional' experience (or other headings), to bring together the most relevant, even if longer ago
- No need to treat paid and voluntary experience differently

Examples

- Help the reader to find what they're looking for
- 'Mimic' keywords from the person specification
- Bring keywords to the front of evidence using a 'point: evidence approach'

What we're looking for:

- minimum predicted 2.1 degree in any discipline. Those from numerate disciplines are especially encouraged to apply
- research and analysis skills
- project management skills
- organisational skills to meet deadlines and work under pressure
- presentation and influencing skills
- leadership and teamwork skills

Education

University College London – MSc Management 2017-present

1-year masters course that covers the key areas of accounting; finance; organisational behaviour; decision and risk analysis as well as business strategy.

Kings College London – BA Geography

2014-2017

Achieved Grade 2.1

My degree dealt with the impact of human beings on the environment especially in relation to consumer behaviour and how it can be influenced. **Relevant final year options:** the effect of IT on post industrial economies, quantitative research techniques and project management units. Relevant skills gained:

- **research and analysis:** compiled a questionnaire and analysed around 200 'in-person' and telephone interview responses. Utilised complex statistical techniques (SPSS) to analyse data as well as creating excel-based pivot tables and graphs. Incorporated supporting results into a 40-page dissertation report on issues relating to immigration.

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- **research and analysis:** compiled a questionnaire and analysed around 200 'in-person' and telephone interview responses. Utilised complex statistical techniques (SPSS) to analyse data as well as creating excel-based pivot tables and graphs. Incorporated supporting results into a 40-page dissertation report on issues relating to immigration.
- **presentation and influencing:** delivered powerpoint-based presentations to audiences of up to 80 academics and peers on my research and project assignment including handling questions. Presented key issues affecting students on the Geography staff/ student committee including successful negotiation for revised lab timetables.

Remember: action words, quantify where possible

Practice Exercise – CV Feedback

- In groups of 3, look at the example CVs provided (handouts)
- What is your feedback to improve the CVs?
- What would you keep?
- What would you change?
- 6 mins to prepare your answers
- Share your feedback points with the whole group

Relevant resources are in [this section](#) on Moodle. Go to 'Applying for jobs and further study' then 'CVs and applications':

- Short videos
- Information sheet
- Example CVs including career changer from medical to non-medical.
- See also [8 Steps to a Spectacular CV](#)

Did the session cover?

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We value your feedback

Please complete the feedback form – there is a QR code in the room

And now let's move to your questions.....

