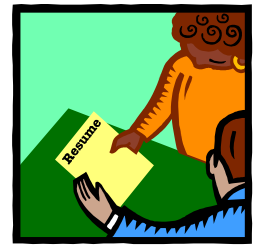




BUILDING A GOOD CV



Whether you are applying for University, a Gap Year job, a Summer Internship or a Graduate job you will need to have a good Curriculum Vitae.

There are a number of skills that employers are looking for:

- Community
- Team Work
- Problem Solving
- Initiative
- Flexibility/Adaptability
- Self-awareness
- Commitment/Motivation
- Interpersonal skills
- Numeracy/Computer skills
- Commercial Awareness



You need to think about how you can show evidence of most of these.

- 1) At school – membership of clubs and societies (sporting and cultural)
To show you have **organised** an activity/event is most impressive as well as captaining/running a team/society. Good **communication** is an essential skill here. Other examples include Officer in the CCF.
- 2) At university – membership of clubs and societies (sporting and cultural)
Most clubs/societies are run by student committees and so membership of these committees will provide you with valuable skills.
- 3) Non-academic qualifications – Duke of Edinburgh Award, PADI award, First Aid Cert, Coaching Awards, Ski instructor etc.
All show a high degree of **self-motivation** as well as **flexibility** to learn new skills
- 4) Work Experience – Any work experience is a valuable way of acquiring key skills. Working with other people (**interpersonal skills**) can often only be acquired in the work place. The actual seeking and applying for work shows **initiative and self motivation**. Where the work experience is particularly relevant to your chosen career/course this has the added benefit of providing relevant work place skills and *shows your commitment to that career/subject* (particularly valuable when applying to the most competitive courses – medicine, law, veterinary science). **Commercial Awareness** can be acquired i.e. an understanding and awareness of the business world.
- 5) Courses – ISCO Expanding Horizon Courses and Higher Education Taster Courses. These enhance your CV by showing your commitment to your chosen career/course. You will also find out relevant information about particular career paths or entry advice (personal statements, interview techniques etc). Exposure to a major employer will also enhance a CV.



Where to get advice

The Careers Office can provide help and advice to you on how to enhance your CV. There is a lot you can do to help yourself – Look on <http://www.isco.org.uk/> for details of Expanding Horizon Courses (Careers Experience Courses). The Careers Library has information on many different taster courses available.