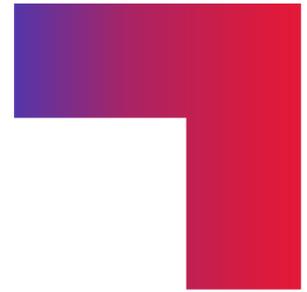


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CVs

A CV (also known as a Curriculum Vitae, or résumé), is a written overview of your work experience, skills and education. CVs are sent to prospective employers when looking for a job.

CVs are submitted during the application stage of a job or apprenticeship, often alongside a cover letter or personal statement. The employer will then evaluate your application alongside the job role and company needs, in order to determine if you are a good fit for the position.

If you are a good fit, you'll be invited for an interview, this could be on the phone, face-to-face, or via video.

Some companies may also ask you to attend an assessment centre. Here, you may undertake one-on-one interviews, group tasks and activities to determine your suitability for a role.



CGI

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CVs

TOP TIPS

- 1 Tailor it**
Tailor your CV and cover letter/ personal statement according to the job that you're applying for, highlight relevant skills and experience and use key words related to the role in your application
- 2 Include a cover letter or personal statement**
This will help to keep your CV concise, allow the employer to get to know you on a personal level and show that you're a good match for the job
- 3 Don't leave gaps**
If you have periods where you have not worked, put a positive spin on it! Have you developed skills or undertaken voluntary work in this time?
- 4 Be relevant**
Keep your CV up to date, mistake free and honest. Getting caught out lying won't look good!
- 5 Use numbers**
Using numbers is a great way to back up your skills/achievements. E.g. the amount of stock you were responsible for in a previous job
- 6 Make it pretty**
You will want to stand out with a CV that looks good. Use headings, bullet points and keep things clear and simple

Personal statement:

Personal statements are more commonly used for college, university and apprenticeship applications, in place of a cover letter. The two are very similar, but personal statements focus more on you as an individual, your passions, achievements and goals.

Successful personal statements follow three main questions:

- 1 Who are you?** CVs that are not formatted well can often be off-putting for potential employers, make your CV clear and easy to read
- 2 What can you offer?**
What skills do you currently have and what skills do you want to develop? Outline your positive attitude to work
- 3 What are your career goals?**
Where do you see yourself in 5, 10 years' time? What goals do you want to achieve along the way and what motivates you to reach these goals?

FAQs

- 1 How should my CV be formatted?**
Your CV should be brief, clear and easy to read. Choose a professional font, check spelling and grammar and put the content in a logical order
- 2 Are there different types of CVs?**
Traditional CVs will be typed, however, some people choose to make video CVs in order to stand out. Everyone's CV will look different dependent on their age and experience, just make sure that yours is tailored to your strengths and the role that you are applying for
- 3 How long should my CV be?**
Aim to keep your CV between 2-3 pages. Recruiters likely won't want to read CVs that are ten pages long! You can always add additional information in your cover letter or personal statement



Here are a few things you should aim to cover in your CV:

- **Personal & contact details** - full name, address, email, phone number
- **Work experience** - detail responsibilities and start with your most recent
- **Relevant key skills that you have**
- **Education and qualifications** - in order of your most recent
- **Hobbies and interests**
- **References** - where you can provide contact details for previous managers, colleagues or teachers

Common CV mistakes

- **Spelling errors**
Make sure your CV is all spelt correctly, using capital letter and full stops
- **Poor formatting**
CVs that are not formatted well can often be off-putting for potential employers, make your CV clear and easy to read
- **Dates not working out**
Make sure that your work experience and education dates are correct
- **Failure to tailor**
Make sure that you tailor your CV to the job that you are applying for. This will give you the best chance of success
- **Tell the truth**
Don't risk getting caught out by lying, this will reflect very badly and could ruin your chances of getting the job

Dependent on the job, you may also want to include a cover letter or personal statement alongside your CV:

A cover letter is a document that you submit alongside your CV that provides additional information about your skills and experience. You may find it easier to have a standard cover letter and tailor it according to the different jobs/apprenticeships that you are applying for.

How to structure a cover letter

1. **Start with a greeting:** Address the cover letter to the person that will be reading it. If you do not know their name, use 'Dear Sir/Madam'
2. **Introduce yourself:** Start with an interesting opening line, highlight your skills and passions and state why you would be a good fit for the job
3. **Show your experience:** State any relevant work experience that you have, state how your experience and achievements would be beneficial in this new role
4. **Show your skills:** Highlight your key skills, give examples of how you've applied these skills in your education or part time work. This can include qualifications and languages
5. **Conclude:** Summarise your strengths, thank the reader for their time, say that you look forward to hearing from them soon and include your contact information