

THE PLEDGE

CV Masterclass





PLEDGE James



THE
CHESHIRE AND
WARRINGTON
PLEDGE

“Putting employers at the heart
of informing and inspiring the
next generation of employees.”

Aims of today

- Understand what a CV is
- Understand who and what a CV is for
- What makes a Good or Bad CV
- You be the Boss!

Skills Builder

"One day, everyone will build the essential skills to succeed"



- They allow us to do almost any job, anywhere and can be built throughout a person's lifetime.
- Having strong essential skills can allow individuals to perform better in education, earn more at work, and have greater life-satisfaction overall.

Icebreaker



CV – Quiz

- CV's can be word processed or typed but never handwritten.
- True
- A CV should always clearly state CV at the top of the page.
- False
- Always send a CV with an application form.
- False
- A brightly coloured CV will attract attention and improve your chances.
- False
- A CV should never be longer than one side of A4.
- False

CV – The Definition

The definition:

A CV is short (usually a maximum of two sides of A4 paper), and therefore contains only a summary of the job seeker's employment history, qualifications, education, and **some personal information**.

Some parts of Asia require applicants' photos, date of birth, and most recent salary information.

CVs are often tailored to change the emphasis of the information according to the particular position for which the job seeker is applying.

<https://en.wikipedia.org/>

CV –

What's it for?

What is it for?

To get an interview, **not the job!**

Who is it for?

Employers; so only include what they want to know, **not what you want to tell them!**

Curriculum Vitae

Jane Doe

17 Blacon Point Road

Blacon, Chester

Cheshire

CH1 5LD

Lolzgirlssssparkles_14021999@tiscali.com



Date of Birth: 14th February 1999

Marital Status: Single

National Insurance Number: JN 45 86 89 A

I am a hard-working individual that can work well on my own or as part of a team. I am looking for a part time job so I can have money to go out with my mates and go on holiday.

Work Experience:

None

Education:

I have a few GCSEs

Hobbies:

I enjoy going out drinking with my friends, watching Love Island, and being on Instagram.

References:

Mr Jones

Guidance teacher,

Blacon High School

Employer Question

What do you want to see on a CV?

What to include



Employer Question

What elements makes a good CV (Font, Format, Headings)?

What makes a good CV?

Bad CV:

- Unreadable format
- Incomplete contact details
- Inappropriate personal details
- Bland, meaningless, generic language
- Information the employer doesn't want

Good CV:

- ✓ Consistent font (Ariel 12pt)
- ✓ Personal details complete and up to date
- ✓ List achievements & skills
- ✓ Concise, relevant language
- ✓ No excessive amounts of information

Jane Doe
07834 234589

Janedoe01@outlook.com

An aspiring customer service representative with experience in working with the [general public](#) and who maintains the highest standards of work in all aspects of their undertakings. An accomplished communicator with excellent customer service awareness, also possesses strong literacy and numeracy skills.

Skills & Achievements:

Excellent communication and teamwork skills developed whilst attaining the rank of Leading Cadet at my local Sea Cadet unit

Full understanding of Customer Service through employment at a Tesco Superstore

Emergency 1st Aid certificate holder

Strong communicator with good English and Maths skills

Education:

Blacon High School

Mathematics	GCSE: 5
English	GCSE: 5
Geography	GCSE: 4
Computing	GCSE: 4
History	GCSE: 3
Music	GCSE: 3
Science	GCSE: 2

Employment:

Tesco Superstore, Chester

Customer Assistant, November 2020 – January 2021

- Seasonal role to deliver the highest levels of customer service on tills and on the shop floor
- First point of contact for customers looking for specific products, dealing with refunds, and other issues as they arose
- Working as part of a team and communicating effectively

Hobbies & Interests:

Playing hockey, football, and netball

Sea Cadets

Modern Literature

References available upon request

Employer Question



Do you check an applicants' social media profile before offering them a job?

Social Media

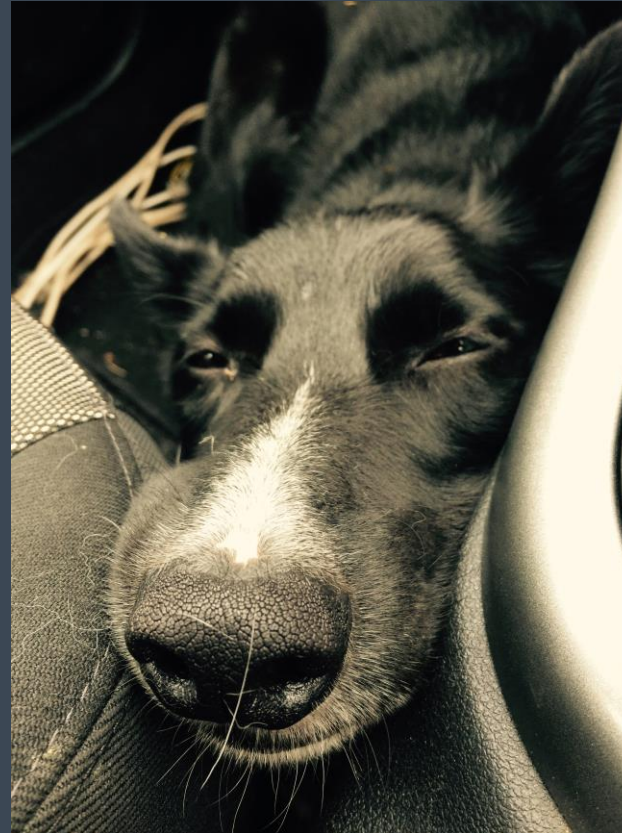


- ✓ Keep it positive or keep it private
- ✓ Can be a great way to show your good side
- ✓ Follow potential employers and interact with them
- ✓ First thing an employer will check



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Irrelevant



A.i



- Used by 98% of the 500 biggest companies in the US
- Gives a % based on the CV content
- Use a conventional format with standard words for headings
- Ensure to spellcheck and proofread
- **Don't** get AI to generate your CV!

CV Workshop



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PROFILE

I am an experienced Wellbeing professional with many years' experience in the sector. I am looking for new opportunities outside the Council.

CONTACT

PHONE:
678-555-0103

EMAIL:
someone@example.com

HOBBIES

Football
Home-brewing

JAMIE GREY
Wellbeing Lead – Stockport Council

EDUCATION

Sheffield Hallam University
2009 - 2013
BA (Hons) Business and Law

The Barlow RC High School
2002 - 2008
3 A-levels and 11 GCSE's.

WORK EXPERIENCE

Stockport Council Wellbeing Lead
May 2020–Present
Wellbeing lead

Stockport Council Human Resources
Nov 2015–May 2020
Human Resources

RBS Customer Assistant
Mar 2012–Dec 2017
Customer Assisting

SKILLS

- Employee Engagement
- Human Resources
- Recruitment
- Customer Services

Curriculum Vitae

England, Maths, French, History, French, Sciences, IT, Music, Design etc.

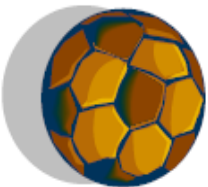
Name: Jonesy (Steve)

Address
99 Long Road
Chesterfield
England
CH68 1PP

Telephone: 0111 333 555

Date of Birth: 26 August 1994

Hobbies: Five a side football, GOLF and Guitar.



WORK EXPERIANCE:

2011-2013

Paper boy

Deliver newspapers

EDUCATION:::

2007-2013

SECONDARY SCHOOL

Catherine S

Wirral, CH69 8XX

Email: myname@hotmail.co.uk

Telephone: 070000703

Professional Summary

Hard working and a quick learner who completes all tasks to a high standard as efficiently as possible, ready to work as part of a team or individually. Has experience taking calls in high pressure situations dealing with money and a large volume of customers.

Skills

- Quick learner
- Team player
- Uses own initiative
- Strong problem-solving aptitude

Experience

Subway, Chester

August 2014 – December 2015

- Greeted customers entering the shop to ascertain what each customer needed or wanted.
- Assisted customers in person and on the telephone in a quick and efficient way.
- Answered product questions with up-to-date knowledge of sales and shop promotions.
- Cleaned and organized the shop, including checkout and display areas.

The Contact Company, Chester

May 2015 – September 2016

- Took calls and redirected customers to other departments if necessary.
- Tasked with helping solve customer issues or queries.
- Only 20% of customers that called me needed to call back.
- Dealt with billing queries, technical issues and general product information.

CSM, Liverpool

August 2018- September 2019

- Worked on a fast-paced production line.
- Followed hygiene procedures.
- Worked on a range of production lines.

The Contact Company, Chester

May 2019 – October 2019

- Took calls and redirected customers to other departments if necessary.
- Manage calls quickly and efficiently to reduce the call queues experienced at the time.
- Processing payments and withdrawals of up to £50,000.
- Dealt with billing queries, technical issues and general product information.

Graphic, Chester

October 2020 – July 2021

- Inbound and outbound call handling in a fast-paced environment.
- Determine the severity of the customers problem and how best to resolve this.
- Call out to contractors and organize the repair of a property.
- Short and concise notes of all calls.

Education

Neston High School

Variety of GCSE's at grade C or above including Mathematics and English.

Liverpool John Moores University

Sept 2016 – July 2020

Civil Engineering MEng – 2:1

HtAtNNAHt M9 LFB

Dancing has been my passion for a long time, I recently achieved my grade 7 in ballet and have previously gained grade 6 in tap dancing. I enjoy dancing because it helps me get fit and allows me to hang around with my friends. I also like wearing the pretty costumes when we put on a performance. I also enjoy business administration.

Education

2000-2006: Putney Road Primary School

Here I learnt how to read and write. I also made a lot of really good friends who I am still in touch with.

2006-2011: Putney St. John's School

I really enjoyed secondary school, although I didn't always get on with the teachers and in year 8 moved into a different tutor group.

I gained my *GCSE's* here, my favourite subjects were business studies and drama.

I got 3 *A's*, 2 *B's* and 6 *C's*. I was pleased with my performance as I didn't always work that hard.

2011-2013: South London College

I decided to go to College rather than stay on at school in the Sixth Form as this is what most of my friends were doing. College was great as we used to get some free periods and we could sit in the canteen and play cards.

I studied a *BTEC Level 3 Diploma in Business*, at times it was really difficult and I didn't do that well in some of the coursework pieces. I got a *Merit* in the end though, which I was glad about.

Work experience

I don't have much work experience because it's been quite hard to find much. Last summer I worked for six weeks in my mum's friends nursery to help with holiday cover - I had quite a bit of responsibility with some of the office duties but I also really enjoyed it because during the breaks I could play with some of the kids that attended the nursery.

The other staff were quite nice to me and I helped them out quite a lot with talking to the parents and helping with enquires as well as updating records and files and things. The nursery is also based round the corner from me so I was always punctual which I think the other staff liked as the previous member of staff there had always been late.

Achievements

I got elected to help with the prom at college, which was great as it meant I met my boyfriend as he was also elected to help. The dancing at prom was also really good as they played all my favourite songs and I was one of the best dancers.

I got some silly award in year 11 which I have to show you if you like.

I also got my grade 7 in ballet and grade 6 in tap (I am less good at tap) when I was still at school. I don't do grades anymore because it was too expensive to take the exams but I still really enjoy dancing.

Interests

As mentioned above I really enjoy dancing and am also involved in the college dance society. Ideally I would like to be a dancer but I am also doing business administration as I also enjoy it and think it is important to have something to fall back on. Dancing also doesn't pay that well unless you get a great job going on tour with someone like *Beyonce* or *Lady Gaga*. That would be my absolute dream but in the mean time I want an office job so I can save some money to go travelling.

**Mr ABC
@hotmail.com
Cheshire, CH1 1XX
DOB:01/01/2001**

Profile

I am a dedicated and ambitious individual, who has now finished studying Carpentry & Joinery at Cheshire College. I am a mature and hard working person, who is able to perform under pressure and achieve set tasks and goals. I am professional, trustworthy and enjoy meeting new people. Since finishing full time education, I am now seeking a rewarding career path.

Key Skills

- Enjoy working with and helping others
- Good time management
- Hard working and reliable
- Physically fit and able to complete physically demanding tasks

Education

Cheshire College, South and West

September 201x – June 202x

City & Guilds Carpentry & Joinery Level 3 (Results expected August 20xx)

Cheshire College, South and West

September 201x – June 201x

City & Guilds Carpentry & Joinery Level 2

Cheshire College, South and West

September 201x – June 201x

City & Guilds Carpentry & Joinery Level 1 – Pass

**Helsby High School,
Cheshire**

September 201x – June 201x

Career History

Elton Service Station

**General Assistant (Work Experience)
201x**

July

This was a work experience role, working at a MOT Testing and Service station. My role was to help the vehicle mechanics and service manager complete their daily jobs and to also learn and understand how the business ran, this included providing an excellent customer service.

My main duties were:

- Learn and understand how vehicle MOT's and Services were completed
- To keep the workshop area clean and tidy
- To observe the mechanics working on vehicles
- Understand how to work safely in an environment with machinery and tools

Hobbies and Interests

- Sport
- Fitness – attending the gym regularly, lifting weights and cycling
- DIY – in particular, woodwork and joinery

Jack D

Ellesmere Port

xxxxx@hotmail.com

07xxxxxxxxx1

Personal Profile

I am a highly motivated, enthusiastic and hard working young professional. I have worked various different jobs, gaining various skills and qualifications along the way, also working in different countries. I'm great at working in a team as well as on my own, I enjoy meeting new people and have great communication skills. I am a quick learner and find I pick things up relatively quickly and enjoy learning new things and expanding my knowledge.

Key Skills

- Hard working, reliable and honest
- Excellent social skills / People person
- Great communication skills both written and verbal
- Flexible and supportive team player with the ability to work to tight deadlines
- Excellent IT skills; MS office Word and Excel, Internet, email, Glass', Audatex
- Adaptable and willing to train and learn new skills

Employment History Dates From - To

Laird Assessors Nov 20xx - Dec 20xx

Automotive Engineer

General duties and responsibilities:

- Assessing vehicles for damage after road traffic accidents
- Using specialist software systems to calculate repair costs such as; Audatex, Glass', Repair Estimate.
- Investigating and solving problems, eg; Mechanical failures
- Writing court compliant reports and documents
- Giving presentations
- Undertaking market research to value vehicles
- Sourcing vehicle components
- Supervising trainee staff

BCN Club Nights - Barcelona May 20xx - Aug 20xx

● Creating a good atmosphere where people can have fun and enjoy themselves

● Establishing a positive reputation for the events

● Organising VIP lists and ensuring the events run smoothly on the night

Tim Evans Snowboard School - Les Trois Vallees, France Jan 2019 - April 2019

General Assistant

General duties and responsibilities:

- Cleaning and maintaining dorm rooms
- Assisting in the kitchen with cleaning and serving the customers
- Assisting the instructors when required
- Helping with carrying equipment to the slopes
- Driving the transfer coach to and from the slopes, also collecting clients from the airport

Peugeot/Citroen - Robins & Day Liverpool Sept 20xx - Jan 20xx

Light Vehicle Mechanic

General duties and responsibilities:

- Repairing vehicles while sticking to tight deadlines
- Troubleshooting and diagnosing faults
- General cleaning of my work bay
- Writing reports of what work had been carried out

Educational and Training History

PSA Training & Technical Centre Sept 20xx - Jan 20xx

Light Vehicle Repair & Maintenance BTEC Level 2

Mosslands Sixth Form College Sept 20xx - Aug 20xx

BTEC Level 3; I.T, Sport Science, Travel & Tourism

Mosslands School Sept 20xx - Aug 20xx

GCSE Grades A-C; English, Maths, Physics, Biology, I.T

Hobbies & Interests

I am a very active person with lots of hobbies, interests and friends. I love to snowboard, surf and downhill mountain biking, pretty much all the extreme sports. I also do yoga every day and go to the gym a couple times a week. I enjoy reading and spending time with my friends and family. I love the outdoors and go camping regularly.

CV Workshop - What not to have

- Protected Characteristics: Age, Disability, Gender Reassignment, Pregnancy, Marital Status, Race, Religion or Belief, Gender, and Sexual Orientation
- Any personal views on the above topics
- A photograph
- References
- LIES!!!!

Employer Question

What's the most unusual or funny thing
you've seen on a CV?

Employer Question



What was the best CV you've ever seen, and what made it stand out?

Summary

- ✓ Keep it short and to the point
- ✓ Remember who will be reading it
- ✓ Make it easy to read
- ✓ No stupid mistakes
- ✓ Tailor your CV to the job you are applying for