

The winning

CV Guide

# CONTENT

ALL YOU NEED TO KNOW TO GET THAT:

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Job Internship  
Graduate Role  
Promotion Career  
Change Volunteering Role  
Work Experience  
& Much More

# What is a CV

A CV is an official paper which documents your experiences, skills, work experience, academic achievements... to list a few.

A CV is also a digital/hardcopy biography which best trademarks you and the history of your career, experiences, skills and personal development.

A CV is a great form of picking out your best selling points, recording it in a well-packaged manner, which entices people to know more about you and what you do.

CV is the abbreviated word for Curriculum Vitae

CV can also be called a resume

“ Invest In yourself & your  
experiences so that you too can  
be invested into. Once you've  
done so, package it efficiently,  
promote it and it will be  
bought!”

*Godspromise Adeosun*

Halibut, honey sauce, quinoa, snap peas,  
zucchini, garlic chicken

# WE WILL COVER

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CONTACT DETAILS

PROFILE

WORK EXPERIENCES/JOB ROLES

EXTRACURRICULAR ACTIVITIES

ACADEMICS VOLUNTEERING

SKILLS

REFEREES

BONUS CHAPTER

TIPS

PRICE

ABOUT

# Contact Details

Putting your contact details is very essential.

It may sound strange; however, many employers and consultants come across many CV's without any contact details.

If you are applying for a job, sponsorship or a business opportunity, if your details are not present, the recruiter / sponsor cannot get in touch with you. Many people have lost out on opportunities because of lack of contact details.

It is also very important to double check that you have written the correct number / contact details. Especially with auto correct on word document, it is very easy to make a mistake.

Start with your Name at the Top of your CV

(Include your First Name and Surname)

Your name should bold and in a larger font than the rest of your CV. Remember that you are marketing YOURSELF – therefore it is YOU that need to stand out.

If you have a unique name, make sure to include it as it is usually a great conversation starter. For example, my name is Godspromise (for real). This is always a great topic during my interviews. I use to shorten my name and put Promise in my CV. However, I now use Godspromise and the responses I have received is amazing.

The name you use on your CV should be consistent throughout your networking platforms — the same name you use for your cover letter, business cards, professional website, LinkedIn and many others.

If you do have a nickname or a nickname which you prefer to be referred to as, it should be written in brackets besides your name. I was recently looking through a CV not too long ago.

The candidate in Question had stated his name and surname at the beginning of the CV. He then created a Contact detail section where he stated his father's name and also his fathers surname. This is far too much information and taking up space where you can be placing more important information. Moreover, the CV is about him and not the father.



## 2. Email Address

It is very important to include your email address. The email address that you put in your CV should not be your work email address. You definitely do not want to mix work with job alerts / application.

Many people actually create an email address just for job applications. If you do not have a personal email address, you can sign up for an email for free. You can even create an email just for job applications / searches. (various platforms include googlemail, hotmail, yahoo etc)

Googlemail is usually the best bet as it is connected to google drive. This allows you free access to Word Document, PowerPoint, Excel without having to pay for it. It is also a useful tool to avoid misplacing documents. Many people tend to lose their USB so having an online storage is a great bonus.

When using / creating a personal email, please make sure that it sounds professional. This tends to include your name. Your first name and surname are just fine. With many people in the world, you are bound to come into contact with someone with the same name as you. If the email address name already exists you may want to add some numbers.

TOP TIP - Avoid using unprofessional emails such as  
noname@hotmail.co.uk Tip:

Make sure to check the email account as much as possible to avoid missing emails from potential employers / e-sponsors. As well as your main inbox, make sure to check your junk / spam, some emails go there as the email sent by employers may be identified as unrecognised since it is the first time you are receiving an email from that email address..

### 3. Contact Number

If employers are interested in you, they will surely give you a call to invite you for an interview or another stage of the job application process. In an instance like this, it is imperative to have voicemail set up on your phone. Especially in instances where you are at work, school, or your phone is on silent etc.

This way, employers can leave messages / voicemails if they are unable to get through to you. Many employers only call once because they have a lot of applications to go through and they simply do not have the time to call everyone who does not pick again.

Top Tip – Make sure your voicemail sounds professional; it should include your name so that the employers are sure it is you. An Example – Hi, you have reached the voicemail of (first name & surname) please leave a message and I will get back to you at my earliest convenience.

Some employers will call on a private number, so make sure you pay attention to your phone as you do not want to miss any important phone calls. The trick to picking from a private number is to pick and wait for the person on the other side to speak first. Usually if it is an employee, they will introduce themselves. If you are unsure, ask them who they are and where they are calling from. If it is a cold call, you can end the call.

4. LinkedIn/Personal Url: Most employers like to do a background check on any potential employees. LinkedIn is a great way for them to do so or even a personal website. So make sure you update your LinkedIn and website and place your URLs into your CV. It is a great way to place more experiences there should your CV not be enough. Chances are the links sent will cover some things which your CV does not mention. For example a CV should not be more than two A4 sheets. If there are some experiences you would like to have and you do not have a space, you can place it on your LinkedIn/ site.

In this day and age, many professional Platforms such as LinkedIn allow you to apply for jobs with your Profile. In this instance, your CV acts as a profile so using URLs are very important.

For example if you were covered in a newspaper or tv show and it relates to the role/scheme, once they click it, they have more information about you and takes up less space on your CV.

Also URL's are very important especially if you are involved in the creative aspect, for example Drama, Art - this is a great way to showcase your portfolio.

# CONTACT DETAILS

## NOT NECESSARY TO INCLUDE

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Marital status unless you feel it will help you get the job. For example, having a family may suggest you are more loyal to the company as you have a family relying on you. Some companies unfortunately prefer people who are married and already have kids so that chances are they do not need maternity/paternity leave. Make sure to do your research on the company and see which best aligns to their beliefs.

Date of Birth You may choose to include this. However, this is not compulsory. Thanks to the Equality Act 2010, age discrimination is illegal during the process of recruitment. If you have this on your CV and feel as if it is hindering getting a job, remove it to see if it has any impact.

Nationality is not necessary. Some Governmental positions may require your nationality/citizenship, but unless it is a requirement, it is better to leave it out. Also if you are applying for an international role, this is very important to note. When you send them an email with your CV to apply, you can note in the email if you need a visa or if you already have one.

# CONTACT DETAILS

## EXEMPLAR

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First Name Last Name (nickname ONLY if necessary)

LinkedIn/Personal URL

(Make sure that the URLs are well updated)

Your Email Address

(avoid inappropriate email addresses name, if need be, create a new one)

Your mobile number

(Double check that this is correct and your voicemail is set up).

# YOUR PROFILE

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If you met a Boss or a potential at a company you want to work for or be in partnership with, and you had 1 minute to introduce yourself, how would you market yourself, what type of things would you say?

A profile is somewhat a personal statement. A profile must be a concise statement which sits at the top of your CV.

Now, a profile is NOT compulsory when writing a CV. If you are searching for a job-specific role or a sponsorship deal, and you have already filled out a cover letter, you may choose not to have a profile section on your CV.

Profiles are somewhat similar to a cover letter as you are selling your best points in 4 sentences as opposed to an A4 Page.



# YOUR PROFILE

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In your 4 Sentences. Include these 4 points:

Include who you are

E.g. a Law graduate

What you want:

E.g. 'I am seeing a graduate role in the XYZ Field'

What you can Offer the Employer:

E.g. I am incredibly adaptable and I have the ability to work well under pressure effectively

Your Ambitions

E.g. "I am looking to gain an opportunity in an innovative, creative & friendly workspace, where I can utilise my soft skills and in-depth knowledge in consultancy."

# YOUR PROFILE

## EXEMPLAR

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"I am an highly-skilled engineer looking to resume a position in software engineering. I have five years industry experience & looking forward to further knowledge & development in this field. I Possesses a wide array of skills and knowledge ranging from condition-based maintenance. automated systems on large-scale building projects. I am also Looking to re-establish a career in a progressive organisation which requires engineering expertise."

# WORK EXPERIENCE/ JOB ROLES

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Work Experience is evidence of your career and working history.

Work experience should be in chronological order, with the most recent/current role at the beginning.

Make sure you state the company you worked for, your role in that company and how long you worked there. From there, you can highlight what you did in your day to day role.

Make sure that you don't have significant gaps in your CV as employers will ask what you were doing during the period you were not employed. (It's okay if you were schooling, family problems, taking a gap year of rest... however, if you were sitting down doing nothing, that does not sound impressive).

# EXTRACURRICULAR ACTIVITIES

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Mentioning any extracurricular activities or hobbies you have (such as basketball, blogging...) – these are a great form of icebreaking conversation starters.

These activities give the employer / interviewer a chance to know more about you excluding your academics / career. I had an interview where my interview was based on my extracurricular activities and hobbies. We had totally forgotten about the actual interview. Guess what – I absolutely got the role! Most employers would like to know the likes and dislikes of individuals, or whether they are social or not...this is an excellent way for them to gauge if the candidate will be a fit for their company. Especially if it is a company that deals with a diverse array of people they would like someone who is social as may help them with pitching and meetings etc.

# EXTRACURRICULAR ACTIVITIES

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Some Employers may even have a role in their company that best suits your hobbies. Do not underestimate the importance of sharing your hobbies, interests and likes. Not only are hobbies and extracurricular activities things that interest you, but many of them may also have transferable skills in line with the role in which you are interested in doing.

For example, if you want to be a journalist and your hobbies include blogging and review writing. In that instance, writing is a transferable skill. The employer may ask for your portfolio if they are impressed that alone could land you the job!

REMEMBER Extracurricular / Hobbies are not COMPULSORY in CV' but may take a seat as an icebreaker.

# ACADEMICS

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Stating your Academic qualification is very important. Many job roles will have entry requirements which are essential in applying. Saying where you schooled and the grades you received is a great way to showcase that you fulfil an essential element. GCSE English / Maths is usually the necessary qualification needed. so make sure you start with that. More competitive companies will be in search for for those with or equivalent to a degree.

Please make sure to research the company well. This is because many companies actually have partnerships with various schools. Which may mean they look at the candidates of schools they are partnering with before looking at others. For example. I took part in UCL Pathways to law. and their aim was to provide legal opportunities for students with free school meals. state schools. low income etc. As I attended a state school as well as my CV. I was one of the 30 people picked over 300.

# ACADEMICS

## PLEASE NOTE

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Qualifications should be in chronological order – most recent at the top of the section

In regards to academics, it does not ONLY have to be your GCSE & Degree etc. it can be a leadership course, a health and social course.

Mention where you studied (If you studied in another country and you speak the language this will attract the employer)

# ACADEMICS

## EXEMPLAR

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### EDUCATION AND QUALIFICATIONS

2015 – 2018

University of Essex LLB Law Hons (first year result – 2:1)

2013 – 2015

Our Lady's Convent High School

A Levels: Sociology, English Literature, Psychology (B-D)

2008 – 2015

The Urswick School GCSEs: 11 (A-C)

including Maths and English B-tech: PE (Distinction\*)



# VOLUNTEERING

## EXEMPLAR

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Volunteering can be a tool to show one's character.

Volunteering can exhibit the personality trait of someone who is selfless and someone who likes to contribute to things in which they do not necessarily receive anything in return.

Most companies donate and or contribute to charities or the community in one way or another, so if you have a similar voluntary experience, this may be of interest to them.

Similar to hobbies and extracurricular activities, this may be a great conversation starter.

# SKILLS

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Everything you experienced and learnt has helped shape who you are today. From the littlest of things such as Washing dishes – from that you can gain the skill of patience.

Skills are somewhat traits and things in which one can bring to the role thus skills are a great way to see if someone is capable of carrying out the role. There are lots of skills which can be transferred. E.g. Writing can be transferred into journalism, administration – so on and so forth.

Example of skills – Time Management, Microsoft, attention to detail, communication – to list a few. You can set it up in various ways through bullet points, interweaving it into your experience or a bar chart.

# REFEERIES

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When writing coursework for example, it is important to add a reference as a form of evidence. A reference in that regard is similar to a referee.

A referee serves as a form of evidence of your work experience, skills etc. A referee can attest to the skills you possess, the roles you took part in...

A referee can range from your academic teacher, to volunteering manager. As long as they are not a FAMILY Member.

REFeree: (First & Surname)

Education and Outreach officer - Hexagon Office

T: 01234567890

Email: email@email.co.uk

If you feel like you do not have enough space to mention a referee, you can write 'referee available upon request'

# DO NOT LIE

There was a young guy who wanted to work for a music company. At that point, a Pianist was needed urgently for the end of year company celebration in which external stakeholders would be present. Now the applicant for this musical company.

When asked if he could play a piano, he said that he could play the piano very well with his eyes closed although he did better on the guitar. During the end of year celebration they called him up. They introduced him to the team and told the team how great of a pianist he was.

They gave him the score and needless to say, he shamed the company and himself. Thankfully they gave him another chance and an A for effort. However this could have turned out the opposite way with him not having a job. So whatever you do, do not lie in your CV.

There is a difference between packaging your experience well (exaggerating for the most part) and lying.

# PDF YOUR CV

A common issue many employers have when receiving CV via word document is the format. This means that the margin might be a different size than you intend, a one page resume may spill over to another page, words and fonts may overlap etc. to list a few.

Sometimes even, your CV may appear as just codes. To save time having to resend the CV with the relevant changes, it is better to use a PDF Format.

Once you have completed your CV, always make sure to download your CV as a PDF before sending to organisations.

The main reason for this is that the format will stay the same. In other words, despite the platform you use to open the document (etc. Pc, Ipad, Mac, Mobile), the design and everything will be exactly the same.

Now some employees state that they would like CV' in the form of WORD as opposed to PDF. In instances like this, it may be best to use google docs instead and share that.

# 2 PAGES OF A4

Your CV should not be more than 2 pages long. this is because it is not an essay or dissertation it is simply evidence of skills and experiences you can bring to the team/company.

Many people do not enjoy reading. so avoid making them read a lot. There is no way your CV should be more than 2 A4 Pages (one side of 2 A4' or both sides on 1 A4).

I know many people like myself. have a lot of experiences (I could totally write a book). it is important to pick the ones that best suits what you are applying for. Also. it may be useful to have more than one CV.

For example. I have a legal CV. A Business CV. A general CV. etc a variety of CV's that I can use depending on what I am applying for. When your CV has too much. for some employers. this shows that you are unable to extract the most important information.

# ABOUT ENVISION

A Multi-Award Winning Mentoring & Advice social enterprise birthed to educate, encourage and equip people through Mentoring, Personal, Career & Mindset Development.

& We offer:

Mentoring

Social Activities

Courses & Workshops (CV & Interview Techniques)

Public Speaking Events

Training