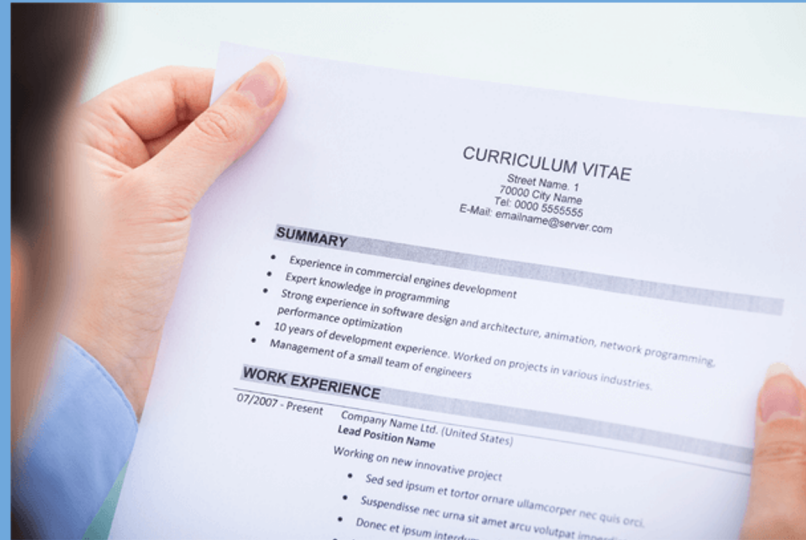


# CV Workshop



# Plan

- What to include
- Style & Format
- Employment History in detail
- Achievements
- Applying for roles, direct and via consultancies
- LinkedIn & Social Media

# What to include in your CV

- Profile - a few lines, synopsis of who you are with a mission statement angle
- Qualifications and Education History
- Employment History
- Skills and attributes
- Interests - can include soft skills you have developed while serving at church
- Contact details
- Nationality and visa details (approved settled status etc)

# Style & Format

- Focus more on the content than trying to impress with style
- Keep the format consistent
- This includes Font Style and Sizes, types of bullet points and date formats
- Always proofread more than once, and ideally printed off rather than on screen
- Grammar and spelling won't always pick up if you put in the wrong word, spelled correctly
- Length of CV depends on how long you've been working - two pages is largely a myth, but don't waffle

# Employment History

- Important elements first, impress with the weightier elements rather than basics first
- Not a collection of job descriptions
- Explain lengthy gaps
- Room on CV per role depends on relevance, how recent and how long the role lasted
- What skills did you use to discharge your duties
- Explain acronyms
- What would set you apart from your peers?

# Achievements

- Not accolades, but hopefully what was achieved in order to receive an accolade
- Make them tangible
- Think SMART objectives (taking out A&R)
- Give measurable elements the right context
- Balance responsibilities and achievements

# Applying for roles

- Be pro-active, look at key companies and organisations you may want to work for
- Make sure covering letters etc highlight your relevance to the role
- Many organisations advertise on their own site, you may have to search hard to find it though
- With agencies, be professional, again pro-active, but don't hound them
- Treat an agency as important, they value their reputations highly
- Be wise about when you apply. If there's a deadline, get your application in at least a few days before this.

# LinkedIn & Social Media

- LinkedIn is for professional networking,... it ain't Facebook
- Have a good photo, and make sure it ties in well with the CV
- Be aware that many employers look at LinkedIn, as well as Twitter, Instagram and Facebook to know more about who you are as a person

