

Prospects Professional CV Evaluation

- Name of career consultant: **Graduate Prospects HE advisor**
- Name of graduate: **Example graduate**
- Which documents have been evaluated: **CV**
- Indicate which job/course the CV was for: **Events co-ordinator/junior project manager roles**

Overall impression of uploaded documents:

Overall, this document is well-presented, although the content and some aspects of the presentation could be more effective. I have a few suggestions as to how the effectiveness of the CV could have more of an impact.

Evaluation of the content and presentation of uploaded documents:

You should not think of CVs as all embracing documents – one CV would not be applicable to a range of jobs or applications. Each CV that you send out should target the job or opportunity for which you are applying - show that you have done your research and know what the employer wants. It is good to see an employer that actively welcomes speculative applications but by doing this they are asking you to show what you have to offer. Think carefully about your key selling points – on different CVs these may be from your educational background, your work history or key skills – whatever they are they should be placed early on your CV where they will catch the employer's attention. They may vary from role to role and from job to job and it is critical that you identify them for each CV that you write.

Personal Information

Think about layout – this is a personal matter but it is important to present your name and contact details clearly. Often a straightforward centred presentation is most effective.

Starting with key skills can be effective but these should relate directly to the specific job – use the person specification in the application pack or on the advertisement. Always reinforce statements with examples that will show your ability relative to that skill. For example, an entry on communication could be framed something like "Communication skills developed to a high level through groupwork and presentations that were an integral part ofand involved". A bullet pointed presentation can work well with key skills entries.

Always think about the information the employer will be looking for relevant to each skill. For example, in a teamwork entry it will be good to show experience but it is the way that you contribute to the work of the team that is important. The employer will be looking for evidence of the way that you work in teamwork situations.

Education

Show education history in reverse chronology – most recent course or qualification first. In general employers are interested in who you are now and so most recent experience is important.

It is the relevance of your degree that is important and this should be your focus. - modules taken, special interests and dissertations written and researched. They will also be interested in the way that what you covered is relevant to the work that you will do - think not only of the subject matter but also of the skills that you have gained - teamworking through group projects is an obvious example, presentation skills may be another. Think carefully about the degree programme, the skills you gained and the way that they are relevant to your target market.

Space on a CV should be allocated according to importance – the advert asks for a degree and therefore this is likely to be more important than secondary education and should thus be allocated more space.

Career History

Similarly in the work experience section it is important to show the relevance of each role to the target career and the employer who will be receiving the CV. They will want to know about what you did in the role - the responsibilities you had and the day to day work - but also about the skills and abilities that you developed through it and the way that they are relevant to the position for which you are applying. Think about the work and what it has given you and the way that it will transfer to the target market.

Presentation is important – think carefully about the use of space and be consistent in the formatting and layout.

References

References should be acknowledged on your CV but could be included as a separate page with a line on the CV that says either “References: Enclosed” or “References: Available on request”.

Evaluation of graduate’s career choice with reference to their skills, experience and knowledge:

You have enough material to make an effective application but selection and targeting will be important. Also with roles in event management, which are extremely competitive, a proactive approach is recommended. Identify and approach companies directly – experience is key and direct approach will give you the chance to explore opportunities that will demonstrate your abilities.

Miscellaneous feedback:

You can find further information and examples of covering letters and CVs at our website, www.prospects.ac.uk/links/appsinterviews.

If you need any further help, please feel free to use this service again www.prospects.ac.uk/links/professional. You are also entitled to use your university’s careers service for free while you’re studying and you can find contact details at www.prospects.ac.uk/links/careersservices.

Good luck with your applications!

Graduate Prospects Careers Consultant