

Creating a CV for your next step

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LONDON
SCHOOL of
HYGIENE
& TROPICAL
MEDICINE



- Please keep mic on mute (unless asking questions);
- Use the chat too;
- Trouble with sound? Try leaving and coming back;
- Session will be recorded.

Go to [Menti.com](https://www.menti.com) and put in code 1777 7518

What's coming up?

Careers Fair! Don't miss it!

Wed 26 Jan, 12-2 pm on Zoom (link on Moodle).

Making the most of the Careers Fair session on:

- Tues 18 Jan, 5.30 pm;
- Wed 19 Jan, 1 pm.

Read about the employers on Moodle.

(Go to Menti.com and put in code 1777 7518)

What we will cover in this session

- Key CV principles;
- Tips for:
 - Career changers (including within sector, eg clinical to non-clinical);
 - Experienced hires;
 - Early career (little experience);
- How to analyse job information to inform the content of your CV (even when making speculative applications);
- 'Translating' your experience into the language of chosen sector/type of organisation.

Key principles (content)

Tailor your CV to the individual job.

Start with the job information and work backwards –

- What are they looking for?
- How can you present your experience/knowledge to show those things?
- What words do they use – can you echo those words?

Apply the ‘So what?’ test to every item – is it relevant, will the reader be interested?

Be prepared to leave things out.

Quantify achievements where possible.

In general, don’t just mention a skill, back that up with evidence – exception is ‘technical skills’ section (IT, languages etc).

A short ‘profile’ can be very helpful, particularly for career changers.

More on the profile

Your career background +
your studies here +
any other relevant factors =

The unique combination you would bring to the job.

Especially useful to unite a variety of experiences/expertise.

Key principles (format)

Your CV should be:

- Clear (very easy to read and understand, clear headings and sub-headings);
- Consistent (formatting);
- Correct (thoroughly proof-read);
- 2 pages (academic can be longer, some sectors/countries prefer 1 page).

Give most space (most detail) to most relevant things and put them early in CV.

You can split experience into 'relevant' and 'additional' experience (or other headings, to bring together the most relevant, even if longer ago.

No need to treat paid and voluntary experience differently.

Examples

- Help the reader to find what they're looking for
- **'Mimic'** keywords from the person specification
- Bring keywords to the front of evidence using a **'point: evidence approach'**

What we're looking for:

- minimum predicted 2.1 degree in any discipline. Those from numerate disciplines are especially encouraged to apply
- research and analysis skills
- project management skills
- organisational skills to meet deadlines and work under pressure
- presentation and influencing skills
- leadership and teamwork skills

Education

University College London – MSc Management 2017-present

1-year masters course that covers the key areas of accounting; finance; organisational behaviour; decision and risk analysis as well as business strategy.

Kings College London – BA Geography 2014-2017 **Achieved Grade 2.1**

My degree dealt with the impact of human beings on the environment especially in relation to consumer behaviour and how it can be influenced. **Relevant final year options:** the effect of IT on post industrial economies, quantitative research techniques and project management units. Relevant skills gained:

- research and analysis: compiled a questionnaire and analysed around 200 'in-person' and telephone interview responses. Utilised complex statistical techniques (SPSS) to analyse data as well as creating excel-based pivot tables and graphs. Incorporated supporting results into a 40-page dissertation report on issues relating to immigration.

Don't tell them, show them – with evidence

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- **research and analysis:** **compiled** a questionnaire and **analysed** around 200 'in-person' and telephone interview responses. **Utilised** complex statistical techniques (SPSS) to analyse data as well as **creating** excel-based pivot tables and graphs. **Incorporated** supporting results into a 40-page dissertation report on issues relating to immigration.
- **presentation and influencing:** delivered **powerpoint-based** presentations to audiences of up to 80 academics and peers on my research and project assignment including handling questions. Presented key issues affecting students on the Geography staff/ student committee including successful negotiation for revised lab timetables.

Remember: action words, quantify where possible

What's coming up (reminder)?

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We value your feedback

Please complete the feedback form – the link is in the chat box!

And now let's move to your questions.....

