

## **Creating an online CV – by Lorna Cox (Careers Advisor)**

Before you start to create your online CV, think about the:

### **1. Purpose of the CV**

You will need different versions of your CV depending on who will be reading it and for what purpose:

- speculative application;
- part time job;
- graduate employment;
- voluntary work experience;
- paid work experience.

### **2. Layout of the CV**

First impressions are very important as employers will decide within a few seconds whether to read your CV or bin it. They look for clear presentation so that they can read the CV quickly. Remember that they will not tolerate spelling or grammatical mistakes. It must be written in a formal style.

### **3. Relevance of the CV**

You need to convince employers that your qualifications, abilities, skills, experiences and achievements are suitable for a particular vacancy. Do not include information which employers would consider to be irrelevant.

## **CREATING YOUR ONLINE CV**

As you develop your online CV, you will be asked to include information about the following areas:

- **Personal details**

An employer needs personal details so that you can be contacted, so include your name, address, phone numbers (a mobile number may be useful) and an email address. Remember to use a formal email addresses such as your QMU email address. If you use something like [hotlips@google.com](mailto:hotlips@google.com); this is too informal and will not create a professional image.

**You do not have to give other details such as date of birth, gender, marital status or nationality or include a photograph (unless requested) as they should not taken into account when selecting applicants.**

- **References**

You should always ask permission before including a Referee's name and contact details. Choose two appropriate Referees who can comment on your suitability for a particular vacancy. Don't forget, different referees may be appropriate for different applications.

- **Current studies**

How much you tell employers about your current programme of studies depends on its relevance to the vacancy. Be selective: choose the most relevant modules rather than listing everything you have studied.

You can use the Supporting statement to highlight the relevance of your course and related skills and achievements. Don't make this too long – keep it focused and relevant.

- **Qualifications**

When adding your 'Secondary or equivalent' qualifications, you should concentrate on your post 16 education, with just the total number of Standard Grades, GCSEs or equivalent.

As with Current Studies, use the Supporting Statement to highlight the relevance of qualifications already held.

- **Work experience**

Do include information about your work experiences before or during your time at QMU.

- **Abilities, experiences and achievements**

Analyse the job description for the vacancy and match your skills to the employer's requirements. Then choose your most relevant assets to provide evidence of your suitability for the vacancy. As before, you can add supporting information to emphasise the relevance of your abilities, experiences and achievements.

- **Personal Statement and career aim**

If used, a Personal Statement or Career Aim should be concise and focused on the particular vacancy being applied for. Remember you may have to back up anything you write with evidence at an interview.

- **The order items will appear in your CV**

You can decide the most appropriate order for the various sections in your CV. It is usual, however, for a Career Aim (if used) to be at the beginning of a CV after your Personal Details and References at the end.

- **Online or paper-based**

Most employers will want you to send them a paper copy of a CV but a few may prefer online – in this case you can share your online CV with an employer.

Don't forget, you can download the online CV you have created and then make final edits in WORD before printing. However, creating one in our ePortfolio will save you time because you can quickly create different versions in the ePortfolio.

### **HOT TIPS FOR DEVELOPING A CV**

Match your qualifications, work experience, skills and interests to the requirements of the particular job you are applying for.

- Make sure there are no spelling or grammatical errors.
- Begin with your name rather than Curriculum Vitae.
- Give your contact details, including a suitable email address, but personal details such as age and gender are not essential.
- Emphasise the most relevant parts of your courses.
- Separate relevant work and placements from other employment.
- Relate your education, work experience and interests to relevant skills.
- Use positive active words for emphasis.
- Avoid lists by giving some relevant detail.
- Be specific as employers will not read 'between the lines'.
- Do not include any irrelevant information.
- End with contact details for two Referees or say 'References available on request'.