

Welcome to



Workshop Aims

- To give you the confidence in building, updating and tailoring your CV, and applications.
- Gain an understanding of applicant tracking systems and how recruiters/hiring managers search.
- To provide you with an understanding of what employers are looking for when screening your CV.
- Help you identify and promote skills and experiences when applying for opportunities.

What should, or should not, be included?



What is a CV?

- Opportunity to sell skills and time
- First point of contact
- Way of promoting
- Getting an interview

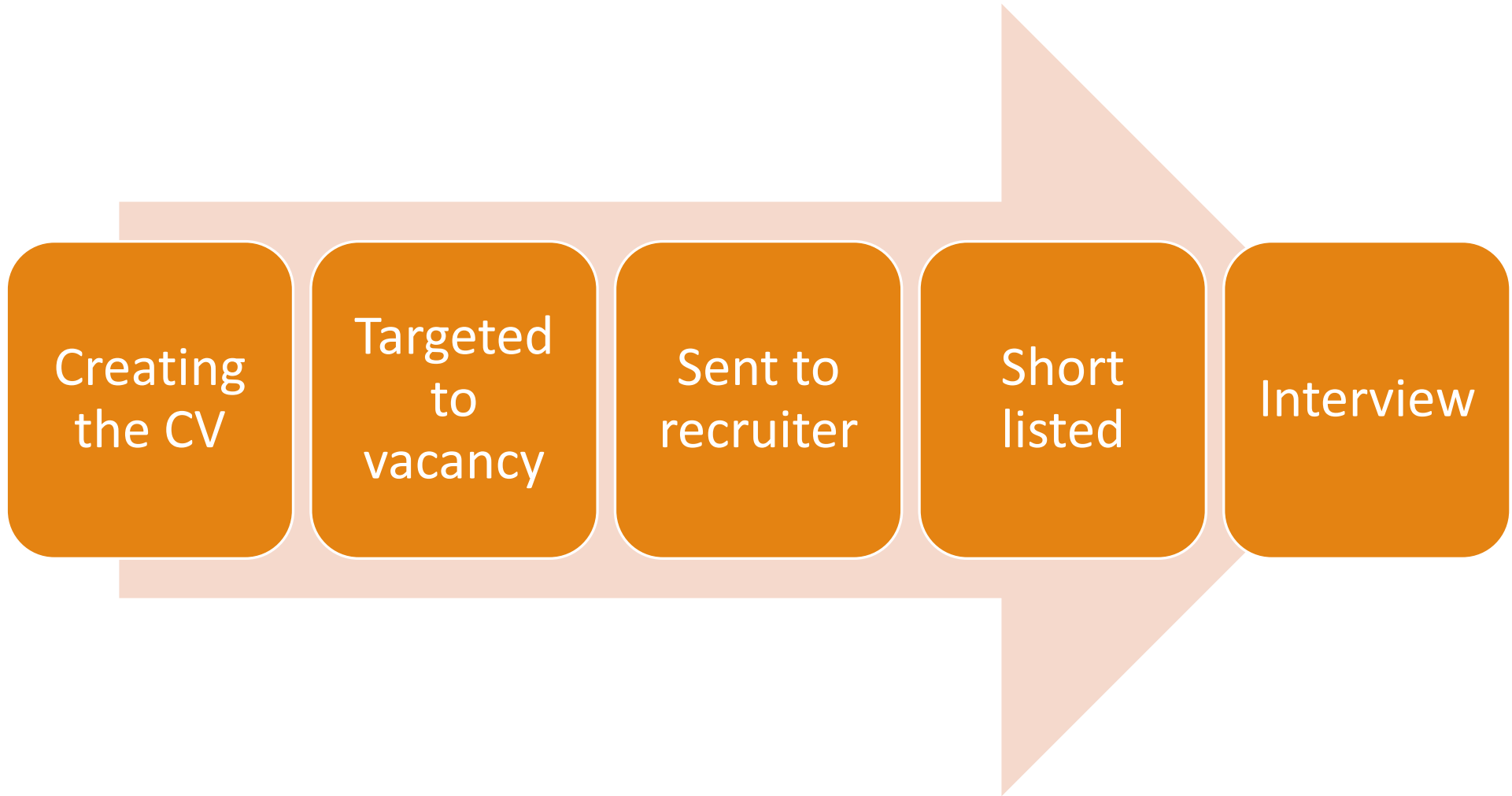


It's an advert!



ZZZZZZ!

The life of a CV



CV Format

Amanda Smith

07766889900

mandysmith@net.com

Profile

A caring and helpful person who enjoys meeting different types of people, having the ability to manage and prioritise a varied workload and who enjoys the challenge of new tasks. Has the ability to work well under pressure while maintaining the quality of service effectively. Possessing an outgoing personality and able to work without supervision, self-motivated and computer literate, always working to the best of abilities. Enthusiastic about learning skills and building on various experiences. Trustworthy, [punctual](#) and committed to customer satisfaction.

Skills

- Communication written and verbal, including the ability to build rapport easily
- Time-management and prioritising workload to ensure daily tasks are completed to correct deadlines
- Budgeting – Household and personal, the ability to manage money effectively
- Managing conflict, the ability to adapt communication to the needs of others and actively listen
- Keeping calm under pressure, able to keep myself and others calm within pressured environments
- Excellent IT skills including Microsoft Word, [PowerPoint](#) and Excel

Career History

Raising a family 2010 – Present

During this time, I was a full-time parent to my three children.

Experience includes:

- Managing the household budget to ensure bills were paid on a regular basis and on time
- Preparation of daily meals to meet with nutritional needs
- Organise time schedule to ensure all tasks of the day are completed
- Planning of frequent social, [recreational](#) and educational events

Qualifications

Level 2 in Basic IT

8 GCSEs at A-C including English and Maths

Training

Health and Safety

Manual Handling

Basic First Aid

Volunteering

Volunteer at the local charity shop Rainbows, duties included serving customers and restocking shelves.

Hobbies

Theatre trips, meals out with friends to try new cuisines, travelling to European cities, [swimming](#) and cycling with the family

Title and contact details

Tina Jones

45, Mangrove Tree Crescent,

Gateshead,

Tyne & Wear NE8 1AX

lazygamer@antiwork.com

Tel: 0191 123456

Mob: 07123 456 781



Mandy Smith

Godalming, GU1

07766889900

mandysmith@hotmail.com

uk.linkedin.com/in/mandy_smith9889



Profile

Hardworking individual who works well on my own or as part of a team. Can provide excellent customer service and looking to gain experience in retail or other roles.

Commercially aware and customer focussed Retail Assistant who always aims to exceed customers' expectations and has a genuine care and interest in meeting customers' needs. Enthusiastic and quick to develop a strong product knowledge and actively endorses key offers and promotions in-store. Persuasive and sales focussed, performing efficiently and remaining calm when working under pressure to meet targets. A team player who enjoys being a role model to colleagues, identifying ways to help the team and take action to make sure that they deliver their best.

Skills

Practical Skills	
General repair and building work	Merchandising
Forklift Truck licence in Counter Balance/Reach	Painting and decorating
Loading and unloading of goods	Maintaining equipment and machinery
Mending and repairing of equipment	Assembly work
Diagnosing faults and testing equipment	Handling materials or equipment with precision and speed
General warehouse duties	Quality control
Food and beverage service	Food preparation/catering
Bar work	Basic Food Health and Hygiene awareness
Awareness of First Aid	Health and Safety at Work awareness
Hygiene operations and use of cleaning equipment	Manual handling
Passenger carrying	Multi drop experience

- Relevant to position
- Experience in a word (Capability)
- [NCS Job Profiles](#) “what it takes”
- Bullet points

Experience - headings

Jan 1999 – Dec 2002 Worldwide Foods Ltd
Senior Sales Team Leader

Bar Staff / Cleaner The Gateshead Arms 2010 – 2011

Volunteer Retail Assistant (P/T)
Charity Shop, Sunderland 2014 – to date

- Chronological order
- Most important information first
- No more than 10 years
- Beware short dates and gaps

Experience

- Accomplishments
- Evidencing Capability
- [NCS Job Profiles](#) “What you’ll do”
- Key words
- Action words



Key words and Action words

- Job profile
- Organisation mission statement and website.
- NCS Explore Careers
- 7 – 10 keywords recommended

Achieved	Installed
Responded	Assisted
Served	Developed
Organised	Initiated
Collected	Analysed

“Designed and developed marketing strategy within the organisation which resulted in....”



Qualifications and Training

- Relevant to role
- Most important first
- Not Employability
- Grades?



Other information

- Driving licence
- References
- Hobbies

"I like reading, sports and socialising"



"In my spare time I enjoy reading science fiction, playing cricket with my local team, and taking part in various community group activities, such as beach cleaning and visits to the theatre"

Application

- Should they use a cover letter?
- PDF or Word?



Chief Financial Officer (CFO) of Finance

Experienced CFO with a proven record of having worked as finance opportunities, and catalyzed growth and profitability. Strategic leadership with broad-based business acumen and financial expertise for multi-line dollar budgets. He demonstrates with excellent interpersonal and communication skills dealing with all levels within the organization and external. Demonstrated history of delivering results.

- Corporate Administration
- Financial Strategic Planning & Analysis
- ITIL (Governance) & Management
- Business Forecasting & Modeling
- Process Re-engineering
- Performance Optimization
- Board Relations
- Talent Selection, Development & Retention
- Mergers & Acquisitions
- Controls & Compliance

Professional Experience

6.25.2016 - Present
Chief Financial Officer

Northwest

- Responsible for managing all financial accounting, legal, risk management, compliance, tax, treasury and strategic planning activities. Oversee all financial functions and identify revenue service providers, with annual revenue of \$25 million.
- Lead successful sale of company to New York based private equity firm. Key point of contact for all financial, tax, legal, and human resources functions.
- Reduced corporate debt interest \$2 million in annual interest savings
- Simplified corporate structure yielding \$1 million in annual tax savings
- Guaranteed level debt availability increase (20% savings and annual 2000th) during economic downturns
- Lead consolidation of multiple operations into single facilities headquarters, including restructing entire finance and legal functions in new location consolidation yielded annual savings of \$2 million
- Oversee overall strategic plan, including go-to-market strategy and new product launches
- Developed and implemented compensation plans
- Negotiated strategic through legal second largest customer 20% of revenues, announced corporate profitability and pay for only low. Negotiated new if-then contract with same customer with 20% revenue increase
- Build world-class Finance organization while establishing company's Finance, accounting, reporting, compliance and risk management functions
- Developed sophisticated earnings models which provide insightful view into future forecasts
- Created comprehensive reporting process for board of directors and shareholders; coordinate all board and director meeting activities

2011 - 2016
Senior Vice President of Finance

2011 - 2016

- Directed all Finance operations for Visa Inc. corporate functions including Treasury, Finance, Risk, Legal, Strategy and Human Resources with total annual expense budget of \$700 million. Director staff of 100 responsible for all Visa International management reporting, global auditing and forecasting processes.
- Finance lead for Visa Inc. merger and IPO
- Negotiate Technology and Trademark agreements between Visa Inc. and Visa Europe
- Created and financial planning process reducing quarterly forecast preparation by 33%

Aesthetics

- White space
- Justification
- Font
- Colour use
- Unnecessary wording
- Spelling



Content – where to find this?

- [Dayjobs](#) or [Monster](#) CV templates.
- National Careers Service – Explore Careers.
- Advertised Job specification.
- Company website – values, mission statement, press releases.
- Action word lists.

The logo for Monster.com, featuring the word "MONSTER" in a bold, sans-serif font. The letter "O" is a teal color, while the other letters are purple.The logo for DayJob.com, featuring the text "DayJob.com" in a blue, sans-serif font. To the right of the text is a yellow sun icon with rays.

What happens next...?

Applications

- Customer makes application via online job boards
- Application is received by organisation via inbox or ATS (Applicant Tracking System)
- Application is reviewed by:
 - ATS ranking CV's based on keyword identifiers
 - Hiring Manager browsing CV based on previous work history and/or standout keywords against job requirements
 - Recruiter (internal or external) completing the above, however may likely call to have a brief conversation to clarify any information etc.

Applications STAR Method

- **S**ituation - The situation you had to deal with
- **T**ask - The task you were given to do
- **A**ction - The action you took
- **R**esult - What happened as a result of your action and what you learned from the experience

ALWAYS USE THE STAR METHOD WHEN POSSIBLE

Gemma Muscat

New Horizons Primary School

Teach
PORTSMOUTH

**JOBS AND
OPPORTUNITIES**
FAIR 2025

SUPERCHARGE YOUR EMPLOYABILITY SKILLS

- First impressions count
- Do your research
- Be clear about your reason for applying for the role
- Be prepared with questions
- Smile, smile, smile

Questions?

Teach
PORTSMOUTH

**JOBS AND
OPPORTUNITIES**
FAIR 2025