



How to design your CV



Basic principles of the job search

- To search for a job is a job in itself
- The job search needs to be systematic
- To find a job you need to understand what the company is searching for
- You don't want to find a job that you don't want !!????!!!



Where to start? Sources of recruitment

How do companies contact potential candidates?

- Internal recruitment
- Word of mouth
- Casual applications
- Advertisements in general press
- Advertisements in specialised press
- The milk round
- Work agencies
- Selection companies
- ETT (only in Spain)
- Headhunters
- Internet: job search engines & companies' websites

For advantages and inconvenients of each source, see:
http://www.dius.gov.uk/higher_education/widening_participation/professional_recruitment_guide/recruitment_step_by_step/attracting_applications/recruitment_channels



The CV, the KEY to enter...

Before we start... (1/2)

- Objectives of the CV:
 - To establish a first contact with the company
 - To get an interview
- One CV or many CVs?
 - Many!
 - One for each application
 - Adapted to each company



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The CV, the KEY to enter...

Before we start... (2/2)

- The infalible rules of CV design:
 - There is none
 - Take information from different sources and decide what makes sense for yourself
- Take into account cultural differences



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The CV of the University leaver

- Check that the minimum requirements outlined by the job advertisement are covered
- DIFFERENTIATE! You all have a degree/postgraduate: what makes you special? What have you learned from your (relatively short) experiences? What can you bring to the company?



General aspects of the CV

- Be yourself (no more, no less)
- Read and re-read the application to make sure you understand what the company is searching for
- Find out information about the company
- Highlight the most relevant information
- Length: if possible, maximum 2 pages
- Clear structure, well organised
- Attractive but not spectacular (for most jobs)
- Clear, concise and with few technicalisms



Exercise

EXERCISE

Practice with your neighbour's CV

As we evaluate the different parts of the CV,
analyse and correct



Contents of the CV (1)

Personal Information

- **Name:** in full, without initials
- **Address:** for contact and permanent (if applicable), in full
- **Telephone:** with international code; the number where it is easiest to contact you. If necessary, include two.
- **Date of birth:** better than age
- **Photograph???**



Contents of the CV (2)

Education and Training

Your level of education, together with your professional experience, is the core of the CV

- **Formal education:** degrees obtained, dates and institutions. Clarify on-going and not-finished studies, including probable date of completion.
- **Other studies:** Complementary education and training. Same as above. Consider omitting the non-relevant if many.
- **Languages:** Highlight by placing in a specific section. Include level (never “intermediate”!), courses taken, qualifications, experiences in the country of the language. Provide information about language competency skills.
- **IT:** Highlight only if relevant (when not common in the sector, when specialised softwares or techniques are mastered)



Contents of the CV (3)

Experience

- **Include**
- Organisations where you have worked (if necessary, include sector and size)
- Dates (without misleading – ex: December 2008- January 2009 vs 2008-2009)
- Job title.
- Main responsibility
- Main functions or tasks
- Achievements



Contents of the CV (4)

Other Information

- **For example**
- Driving license (if applicable)
- Own car (if applicable)
- Willingness to travel (if true)
- Membership
- Social aspects
- Hobbies
- Generic competences
- Aspirations



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Before we go...

A good source:

- Europass (old European CV until 2002)

- See

<http://europass.cedefop.europa.eu/europass/home/vernav/Europass+Documents/Europass+CV.csp>

and extra documentation

A good tip:

- **Never ever lie in your CV!**

