

5 March 2024



# CV and Application Tips and Tricks workshop

Phil Lang, University of York

# My slides



## Before you apply

### Text

- Your online presence
- Using LinkedIn
- Getting in touch



## CV and cover letter

### Text

- Designing a CV
- Writing a cover letter



## Applications generally

### Text

- Top tips
- How to give your answers

# Biosciences destinations

Health-And-Social-Care,-States-Of-Guernsey  
South-East-Water-Scientific-Services  
Audiotek Frontier-Developments Biochek-Uk-Ltd  
Mountbatten-School Eurofins-Biomnis-Uk IFF-Research  
Evaluate-Limited Sitel Kent-Pharmacy DX2-Technologies  
N-Trust Bloomfield-&-Associates Snyeos-Health  
Charles-River-Laboratory-And-Excalibur-Healthcare-Services  
The-Bread-Factory HCG Dynatrace Pavlides-Labortory  
PWC St-George's-Trust Janssen ERT IHSS Dnae Global-Data  
Unlocked-Graduates Vetpluf ESMS-Global Covance  
BT Carbonxgen Biomerieux NHS Vernalis Moving-Matters  
Taylor-&-Francis Reckitt Cultuch-Ltd Tesco Angle-Plc  
Achilles-Therapeutics Philips Vieux-Distrot Givaudan YML Nuffield-Health  
Sizz-Experience West-Chiropractic British-Army  
Animals-Are-Us Oxford-Genetics The-Seal Future-Sciences-Group  
Nutraceuticals-Group-Europe The-Anaphylaxis-Campaign The-ICR  
Lonza-Aj Public-Health-England  
Frimley-Health-Foundation-Trust Premier-Estates  
Kokoro Pfizer Metropolitan-Police Syneof-Health  
Signant-Health Nexgen-Healthcare-Communications

# Before you apply

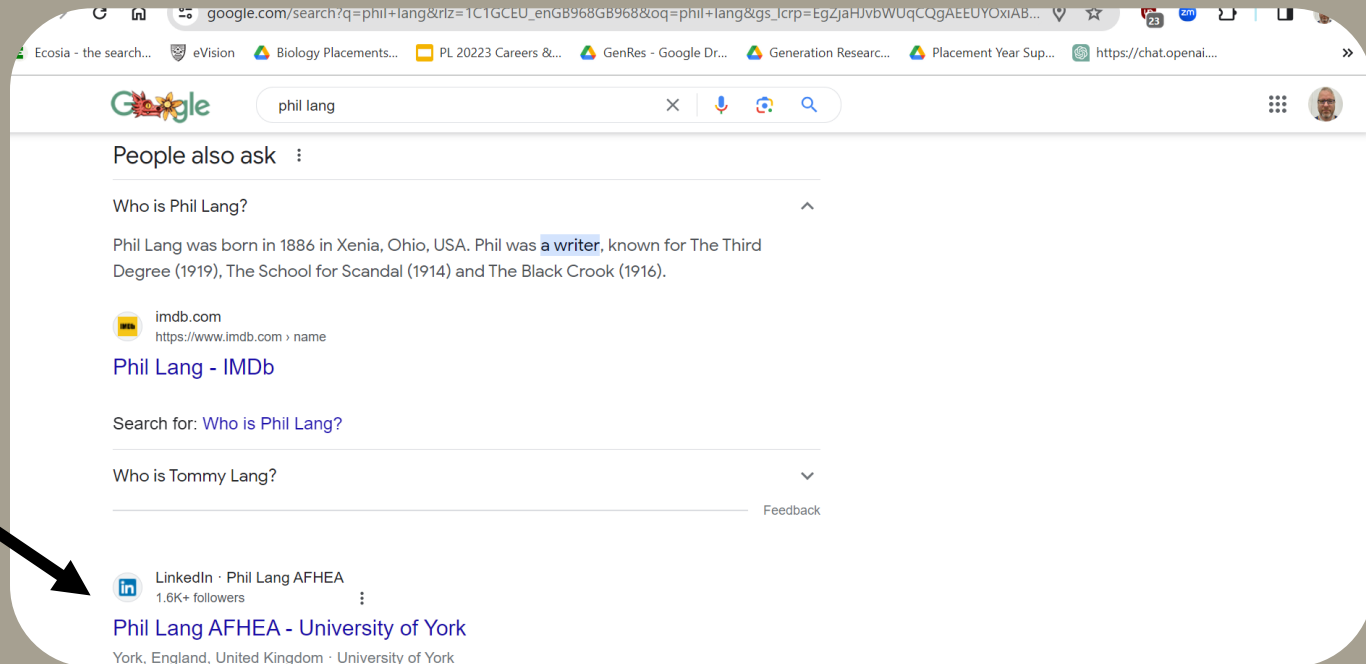
- Your online presence – make sure there are no skeletons
- Full LinkedIn profile and connections
- Get in touch to have a chat if you can



**Linked** 

# Before you apply

Google yourself – they might!



The screenshot shows a Google search for "phil lang". The search bar contains "phil lang". Below the search bar, the "People also ask" section is visible. The first question is "Who is Phil Lang?". The answer states: "Phil Lang was born in 1886 in Xenia, Ohio, USA. Phil was a writer, known for The Third Degree (1919), The School for Scandal (1914) and The Black Crook (1916)." Below the answer, there is a link to "imdb.com" with the URL "https://www.imdb.com/name". The link is titled "Phil Lang - IMDb". Below this, there is a search bar with the text "Search for: Who is Phil Lang?". The second question is "Who is Tommy Lang?". Below the search bar, there is a "Feedback" link. At the bottom of the search results, there is a LinkedIn profile link for "Phil Lang AFHEA - University of York". The profile has "1.6K+ followers". A black arrow points to this LinkedIn link.

google.com/search?q=phil+lang&riz=1C1GCEU\_enGB968G8968&oq=phil+lang&gs\_lcrp=egZjaHJvbWUqCQgAEEUyOxiAB...

Ecosia - the search... eVision Biology Placements... PL 20223 Careers &... GenRes - Google Dr... Generation Resear... Placement Year Sup... https://chat.openai...

Google phil lang

People also ask :

Who is Phil Lang? ^

Phil Lang was born in 1886 in Xenia, Ohio, USA. Phil was a writer, known for The Third Degree (1919), The School for Scandal (1914) and The Black Crook (1916).

imdb.com  
https://www.imdb.com/name

Phil Lang - IMDb

Search for: Who is Phil Lang?

Who is Tommy Lang? v

Feedback

LinkedIn · Phil Lang AFHEA  
1.6K+ followers

Phil Lang AFHEA - University of York  
York, England, United Kingdom · University of York

# Before you apply

**Get in touch to have a chat if you can – get your name on the recruiter's mind**

*For an informal discussion about the post, please contact:  
Monica Kanwar; Director of Health & Safety Services at  
[Monica.Kanwar@york.ac.uk](mailto:Monica.Kanwar@york.ac.uk)*

# Robert Williams

Product Engineer

📍 London, UK  
☎ +44 1632 960056  
✉ robert.williams@visualcv.com

## Personal Statement

Industry expert in Structural Engineering with excellent understanding of Drilling and Exploration techniques, Geology, and mechanical equipment used in underground and open pit mining operations. Safety focused with analytical approach to using numerical simulations to predict the behaviour of underground excavations.

- Comprehensive knowledge of Finite Element Analysis techniques using a variety of software, as well as strong math and physics skills.
- Ensure smooth business operations by following projects from conceptualizing phase to completion, including system design, incorporation of customer needs, and technical support.

## Work experience

**Fea Engineer** 2000 - 2008

POWERTRAIN (FORMER INDUSTRIES INC.)

Developed structural finite element analysis (FEA) simulations and design optimizations. Managed file translations and drawings updates. Participated in product design on Honda projects. Developed solutions for FEA problems using variety of software applications. Organized structural FEA procedures for Ford flex plate group. Technical expert in stamping, mechanical, CAD and FEA issues. Developed new technologies in order to produce better, safer and less expensive products. Technical counselor on highly technical issues for the plants.

### Accomplishments:

- Helped with CAD and FEA quoting for a stamped valve cover for Company resulting in project work of over \$1M.
- Saved over \$200K in tooling rework through numerical simulations.
- Created FEA simulations in the prototype phase and saved \$70K.

**Product Engineer** 1995 - 2000

PRODUCTS - CITY, STATE

Developed structural FEA simulations and design optimizations. Worked on-site in Detroit with Jeep Truck Engineering Group on Chrysler KJ 2002 program product design. (brought in jobs for the Company in value of over \$1M). Product Engineer tasked to follow up on a new product from its inception, going through subsequent CAD modifications, FEA simulations, to completion as a final product on the plant floor. Updated production plants with any changes for a specific product.

### Accomplishments:

- Secured over \$1M in project work for the company.

## Education

**Bachelor of Science, Mechanical Engineering**

University

**Open Cast Mining and Quarrying – CESECO**

Mining School



# CV

- Keep it brief (2 sides is good!)
- Bullet points not paragraphs
- Strong verbs
- Avoid personal pronouns, photo, postal address, date of birth

14<sup>th</sup> April 2015

HR Manager  
The Odeon Group  
The Odeon  
Liverpool  
L3 8BD

Job reference: Application for teaching assistant vacancy

Dear HR Manager,

I am writing to express my interest in the role of teaching assistant at The Odeon Group. I recently had the opportunity to meet with a company representative at my university career fair and it was inspiring to hear about the organisation's values and find out more about the role.

I will be graduating in July with a degree in sociology and would consider this to be a great opportunity to build on the skills and experience that I have already acquired in this area.

Last summer, I undertook work experience in a young offenders' unit near Liverpool. This was a practical placement that allowed me to work closely with the young adults there. These individuals were dealing with a range of issues and I enjoyed the opportunity to build relationships and support them in their rehabilitation. I developed strong skills in communication, motivation and empathy – all of which would benefit me in this role.

Additionally, I can demonstrate a high level of commitment to teamwork. I have captained the university's football team and enjoy motivating and leading others to achieve collective goals. These transferable skills are likely to support my success in the role of teaching assistant as I would be required to work as part of a wider multidisciplinary team dedicated to the care and education of the young students. I would much like the opportunity to be part of this team.

I thought that this was the most appropriate time to express that I have epilepsy. The condition would not have a significant bearing on my ability to perform my duties as a teaching assistant, however, fellow colleagues would need to be made aware of it.

As you can see, I am a very determined individual who is undaunted by challenges. I hope you can appreciate the relevance of my experience and the personal strengths I have developed, which would be of immense benefit to the role. I would be happy to discuss this in more detail when I am invited to interview.

I look forward to having the opportunity to convey my enthusiasm and suitability for this role in person and expect to hear back from you shortly.



# Cover letter

- Keep it brief – probably one side
- Write as regular prose
- Complement the CV by going into greater depth on key skills



# Application forms

## Online portal/electronic forms

- Personal details etc
- Some detail about education/experience
- Written in regular prose
- More detail than a CV
- Refer to the job description/person specification



# Your application should tell the recruiter

- Who you are
- Why you want this role (at this organisation)
- Why you are suitable to for the role  
(skills/competencies/qualities)

# Making your applications sing



## Sounds obvious, but...

- Make it easy to read (short, clear sentences and paragraphs)
- Check and double check spelling and grammar!
- Tailor your application to the role and company

## Answering questions

- Get specific – use detailed examples to show your skills/qualities
- Keep it relevant: always refer to the job description
- Use STAR/CAR to structure your answers



# Application Tips

- Submit your application as early as possible and no later than 23:59pm on the closing date quoted in the advert.
- Be sure to include a cover letter if one is requested.
- Tailor your application to meet the needs of the person specification. Take note of the essential criteria. We will use your CV (and cover letter if applicable) to review your suitability to move to the next stage of the process.
- Provide a full and continuous history of your education/training and unemployment/work experience.
- Check all spelling and grammar. Do not rely solely on computer spellcheckers.
- Carefully consider any documentation that you choose to attach. All attachments should be relevant and add value to your application.

# References

<https://www.brightnetwork.co.uk/graduate-career-advice/no-idea-what-do/seven-simple-ways-set-your-job-application-apart/>  
<https://barclayslifeskills.com/i-want-help-applying-for-jobs/sixth-form/5-tips-for-writing-a-great-job-application/>  
<https://www.york.ac.uk/students/work-volunteering-careers/apply/applicationforms/>  
<https://www.prospects.ac.uk/careers-advice/applying-for-jobs/write-a-successful-job-application>  
<https://uk.indeed.com/career-advice/finding-a-job/applying-to-jobs>  
<https://nationalcareers.service.gov.uk/careers-advice/cv-sections>  
<https://www.carrotrecruitment.co.uk/blog/10-cliches-avoid-cv>



UNIVERSITY  
*of York*