

# CV Workshop

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**Careers &  
Employability**

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# What you'll gain today

- A **process** to help you to create an effective and impactful CV
- The ability to appropriately articulate your **skills** and **knowledge to match any** vacancy
- An understanding of how to maximise your **impact** as an appealing candidate in the future – for bioscience and beyond!

# What's the point?

- **What's the purpose of a CV?**
- **How long should your CV be?**
- **Name 4 common sections of a CV**
- **How long will the average recruiter spend reading your CV?**

# 4 step process for a CV with impact

- 1 Their needs
- 2 Your message
- 3 Your evidence
- 4 Presentation

1

## Their needs

DO

- Read the job description carefully
- Call to find out more (yes, really!)
- Research the organisation and sector
- Have a chat with contacts you can make
- Think about the future

DON'T

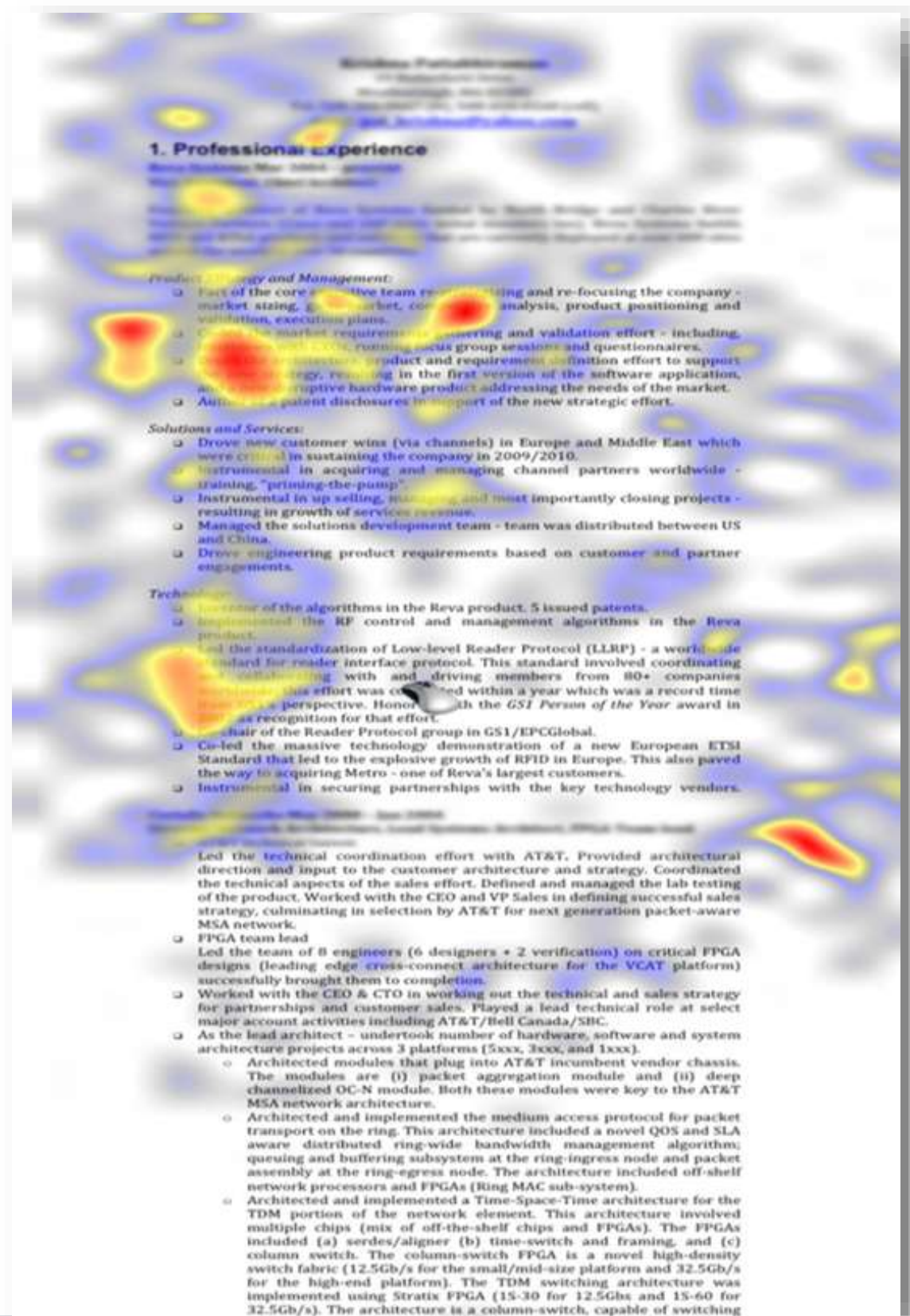
- Miss this vital step
- Assume you *know* what they need

## 2 Your message

- Think ‘how is this relevant?’
- Use key terms from the job advert
- Beware the ‘double discount’!



# How do we read CVs?



### 3

## Your evidence

- Evidence gives your message **impact** and **credibility**
- Use **examples** from **education** and **interests**

‘Show me, don’t tell me’  
‘Use examples’

## What makes ‘good’ evidence?



3

Your evidence

# Examples

## Skill: Analysis

### Evidence 1:

My degree has given me good analytic skills

### Evidence 2:

Analysis: In my first year I analysed information from 20 global sources about the ethics of genetic testing. I summarised key issues in a 5 minute presentation to my group and was awarded 'excellent'

# 4

## Presentation

# General CV sections

- Name and contact details
- Education
- Relevant experience
- Technology & other skills
- Memberships
- Interests
- References (available on request)

# What does good look like?

- target
- grad

**Samantha Chester**  
41 Station Road, NW1 8QP  
Mobile: 07797 345621 Email: sam.chester@yahoo.co.uk

**EDUCATION & COURSES**

**2013–2016 BSc Economics, Queen's College, University of London**  
Modules include: mathematical methods in economics and business and microeconomics.

- Commercial awareness developed through study of financial markets as part of microeconomics.
- Improved oral communication skills and confidence through presenting to peers and lecturers seven times, both as a group of four and individually.

**2006–2013 Hart Secondary School, Poole**  
**A levels:** mathematics [A], business studies [B], biology [B]; **AS Level:** psychology [B]  
**10 GCSEs** including mathematics [A\*] and English [A]

**Jan 2012, 'Principles of Trading', Haymarket Bank, on-site.**  
Increased commercial awareness through one day introduction to trading.

**WORK EXPERIENCE**

**Sept 2013–Present P/t Administration Assistant, Nexus Training, London**

- Entrusted with additional responsibility of researching viability of online enrolment and resources needed, which resulted in senior management team agreeing to put job out to tender.
- Built successful relationships with ethnically diverse client group to ensure an efficient service was provided and queries were answered quickly.
- Worked largely unsupervised and often completed tasks ahead of schedule, demonstrating self-motivation.

**Callout boxes:**

- Begin with the most relevant and include current
- In m re th fu co
- D tr ou de re in re ab
- U

**Annotations:**

- Flags up a skill outlined in the job description.
- Uses numbers to provide specific information, increasing the impact of her writing.
- Summarises GCSEs.
- Includes any

# 4

## Presentation

### DO

- Use clear headings
- Use a clear font (e.g. Arial) and simple format
- Keep to 11pt font size minimum
- Use 'reverse chronological' format
- Ask someone else to spell and sense check before sending

### DON'T

- Include a photo
- State marital status, age, clean driving licence

# CV examples and more

1. [targetjobs.co.uk](http://targetjobs.co.uk)
2. [gradsintocareers.co.uk](http://gradsintocareers.co.uk)

Search:

3. The Ultimate Careers Guide: London 2018

**the  
CareersGroup**  
University of London

**THE ULTIMATE  
CAREERS GUIDE:  
LONDON 2017**



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Thank you  
&  
Good luck

