

C.V. Workshop

PREPARING YOURSELF TO PREPARE A C.V

- ***Learn** about **the Job** You are Applying For / or The Positions You Would Like To Apply For.
- *Familiarise Yourself with the **Strengths** Required for these Positions.
- *Understand the Employers' **Requirements**.
- *Assess your Strengths.

MAKING THE BEST IMPRESSION FROM PAGE ONE

- *Have your C.V. prepared on a **Word Processor**, preferably using a Laser Printer.
- *Print your C.V. on clean **white paper**.
- ***Do not bind** your C.V. - **Staple** it in the top left hand corner.
- *Send your C.V to the **right person**.
- *Get their **name** and sex **right**.
- *Get the **address** right.
- *Put the **right** stamp on it.
- *Start with **Personal Details** (Name, Address, Telephone No., Date Birth, Health).
- *If you use a Summary, Keep it **Brief and Relevant**.
- *A Strengths and Skills Summary can give the employer the impression that you have the necessary qualities, but make sure you are able to support your claims through evidence in your education, work experience or hobbies.

PRESENTING YOUR EDUCATION AND EXPERIENCE IN THE BEST LIGHT

- *Ensure that you have the **correct date and title** of all **exams** you sat and courses you attended.
- *If you took an exam on more than one occasion, only give the date and results of the **last sitting**.
- *State if the courses resulted in **FETAC Qualifications or Higher Certificates or Degrees**.
- *Be selective in which courses you include.
- *Give correct dates of employment, full addresses of current and previous employers, the **positions** you held and who you reported to.
- *Expand on the **details** of the positions you held, give the employer an idea of the significance of what you did.

ACHIEVEMENTS, HOBBIES AND REFERENCES

- ***If you have debating**, sporting prizes etc, give details of the award and the date **it was** received
- *List your **hobbies**, remembering if possible to include some team activities. Don't lie.
- *If you list reading theatre or cinema among your hobbies, remember you may be asked about the last book you read or play I film you saw!!
- *Don't list so many hobbies that it appears you will never have the time or energy to come to work
- *Pick **referees** whom you have been in contact with recently - previous employers etc.
- *Speak to referees before you send out C.V.'s asking their **permission** to list them. If you are called for interview and your referees contacted, write to them thanking them for their support. You never know when you may need them again.
- ***Do not attach letters of reference** to your C.V. Give a full name, title and contact number at the end of your C.V. for approx. **three referees**.

THE COVERING LETTER

- ***If the** Job Advertisement, does not give the **Personnel Managers name**, ring the company and find out their name (and how to spell it !) and their full title.
- *If this information is not available address your letter to "**Dear Sir / Madam**".
- ***Type the covering letter**. If this is not possible, write very legibly on clean white paper with a good (preferably **black**) ink pen.
- *Give the name and date of the **newspaper** where you saw the position advertised. if a reference number was given for the position, be sure to quote it.
- *Give a brief **introduction to yourself**, explaining your interest in the position.
- *If you are not going to be at the contact **address** given on your C.V. for a length of time, give an alternative.