

Careers 2020

Compiled by UTC South Durham, this booklet contains information about the following:

- How to write a CV
- How to write a cover letter

Additional resources, including links to careers websites, can be found on [UTC's website](#).



CV Hints and Tips

The main purpose of a CV is to interest an employer sufficiently to invite the writer to an interview. It is a sales document – a chance for someone to sell themselves in writing to an employer. Remember it is a summary, not an autobiography! The following outlines good practice when writing a CV.

A CV Should...

- Be no more than two sides of A4.
- Be easy to follow - most employers will only spend a minute looking over it so you need to convey information clearly!
- Have a sensible layout and a consistent font and font size throughout.
- Not have lots of boxes, pictures, or bright colours - keep it simple!
- Clearly describe your experience and achievements, but make sure that you are concise and that the information is relevant to the job!

Top Tips

- Keep copies of all of the letters, CVs and application forms you send out – you will need them to prepare for interviews.
- A CV is always a work in progress, adapted for each employer and job. Ensure you keep it up to date throughout your career, changing it to suit different jobs.



DANGER

Beware these common errors! Make sure that you:

- Identify what the employer is looking for and only give relevant information.
- Check your presentation, spelling and grammar - proofread, proofread, proofread!
- Avoid putting things on your CV that you cannot talk about or back up at interview.
- Don't undersell and underestimate what you have to offer – make sure you take time to draw out your past achievements and match this to the job you are applying for.

Name

Address

Telephone Number • Email Address

Personal Profile

(Insert here a paragraph about you)

Key Skills

(Bullet point some of your work place skills that you have developed)

-
-
-

Employment History

(If you have any part time jobs/ volunteering then please detail them here)

Achievements

(Detail here any personal or UTC achievements – you all have industry projects to talk about!)

Education

(List all of your GCSE's here with predicted grades if you know them)

Hobbies & Interests

(Detail here any sporting achievements or hobbies. Anything that is going to make you stand out from other people)

References

(Insert here someone who can give you a reference. It may be your mentor, a teacher or someone who you know outside of school)

CV Profile Examples

A highly motivated and a hardworking individual with an eagerness to learn and develop personal skills in a practical setting. Currently studying Mechanical Engineering at University with a drive to gain employment in this field. Excellent communication and presentation skills with experience of managing a project to a specified deadline. A high level of IT ability with strong technical knowledge. Focused and determined to gain knowledge and skills to support career growth as a Mechanical Engineer, always willing to study and train.

A qualified Machine Operator with extensive experience of manufacturing engineering and a certificate in CNC Programming. Now looking for the next role. Competent in the safe operation of production equipment, adhering to quality standards and maximising cost effectiveness, optimal running and equipment efficiency. Pays attention to detail, handling precision pieces of equipment. Solution orientated, hands on and comfortable working at pace and with manufacturing challenges.

An experienced Administrator accustomed to working in fast paced office environments. Excellent organisational skills, with the ability to prioritise own workload, take the initiative and work autonomously, supporting colleagues as needed. Strong IT skills. Functions effectively under pressure, approaching tasks with confidence and clarity. Passionate about completing work to non-negotiable high standards of accuracy. Good interpersonal skills, a professional manner and a flexible attitude.

A talented Web Developer/Designer with extensive experience across a range of projects, spanning the complete development lifecycle from initial assessment through to handover documentation and support. Able to design and develop responsive, standards compliant, secure and reliable web solutions and to deal with continual change, contributing constructively to improvement cycles. Comfortable working collaboratively in a cross-functional team to deliver quality software. An independent problem-solver, with first class written and verbal communication skills.

A customer focussed individual with many years' experience as a successful Financial Adviser, able to communicate easily and effectively with customers, with a genuine enthusiasm for delivering exceptional service. A passion to be the best and driven to identify potential sales opportunities. Able to remain calm under pressure, always polite and friendly with customers and colleagues. A flexible and self-motivated team worker with excellent time management skills, strong numeracy skills and a keen eye for detail.

CV Key Words

Consider using some of the following words in your CV. They are given in alphabetical order:

<i>Accomplished</i>	<i>Directed</i>	<i>Led</i>	<i>Recommended</i>
<i>Achieved</i>	<i>Distributed</i>	<i>Maintained</i>	<i>Reduced</i>
<i>Acquired</i>	<i>Drew up</i>	<i>Managed</i>	<i>Refined</i>
<i>Active</i>	<i>Dynamic</i>	<i>Modified</i>	<i>Repaired</i>
<i>Administered</i>	<i>Economical</i>	<i>Monitored</i>	<i>Represented</i>
<i>Advised</i>	<i>Effective</i>	<i>Motivated</i>	<i>Researched</i>
<i>Analysed</i>	<i>Efficient</i>	<i>Navigated</i>	<i>Resourced</i>
<i>Arranged</i>	<i>Eliminated</i>	<i>Negotiated</i>	<i>Resourceful</i>
<i>Assembled</i>	<i>Engineered</i>	<i>Networked</i>	<i>Responded</i>
<i>Assisted</i>	<i>Established</i>	<i>Obtained</i>	<i>Responsible</i>
<i>Awarded</i>	<i>Evaluated</i>	<i>Operated</i>	<i>Responsive</i>
<i>Built</i>	<i>Exceeded</i>	<i>Organised</i>	<i>Restored</i>
<i>Calculated</i>	<i>Examined</i>	<i>Originated</i>	<i>Restructured</i>
<i>Capable</i>	<i>Excelled</i>	<i>Outperformed</i>	<i>Reviewed</i>
<i>Collected</i>	<i>Excellent</i>	<i>Participated</i>	<i>Revised</i>
<i>Commissioned</i>	<i>Expanded</i>	<i>Performed</i>	<i>Revived</i>
<i>Competed</i>	<i>Experienced</i>	<i>Planned</i>	<i>Saved</i>
<i>Competent</i>	<i>Flexible</i>	<i>Positive</i>	<i>Selected</i>
<i>Competitive</i>	<i>Formulated</i>	<i>Prepared</i>	<i>Served</i>
<i>Completed</i>	<i>Founded</i>	<i>Presented</i>	<i>Skilled</i>
<i>Composed</i>	<i>Generated</i>	<i>Proactive</i>	<i>Solved</i>
<i>Conducted</i>	<i>Grew</i>	<i>Problem-solving</i>	<i>Specialised</i>
<i>Consistent</i>	<i>Guided</i>	<i>Processed</i>	<i>Specialist</i>
<i>Consolidated</i>	<i>Headed</i>	<i>Produced</i>	<i>Stabilised</i>
<i>Constructed</i>	<i>Identified</i>	<i>Productive</i>	<i>Streamlined</i>
<i>Consulted</i>	<i>Implemented</i>	<i>Proficient</i>	<i>Strengthened</i>
<i>Controlled</i>	<i>Improved</i>	<i>Profitable</i>	<i>Structured</i>
<i>Co-ordinated</i>	<i>Incorporated</i>	<i>Programmed</i>	<i>Successful</i>
<i>Created</i>	<i>Increased</i>	<i>Promoted</i>	<i>Supervised</i>
<i>Creative</i>	<i>Initiated</i>	<i>Proven</i>	<i>Supplied</i>
<i>Decreased</i>	<i>Initiative</i>	<i>Provided</i>	<i>Targeted</i>
<i>Delivered</i>	<i>Installed</i>	<i>Purchased</i>	<i>Taught</i>
<i>Designed</i>	<i>Instructed</i>	<i>Qualified</i>	<i>Tested</i>
<i>Determined</i>	<i>Launched</i>	<i>Quality</i>	<i>Trained</i>
<i>Developed</i>		<i>Quantified</i>	<i>Translated</i>

The Purpose of a Cover Letter...

- To introduce yourself to an organisation
- To draw attention to what is in your CV or application form
- To show how keen you are to get the job and work for the employer
- To motivate the reader to invite you for an interview
- To set you apart from other applicants

Your name and address here

Aycliffe Fabrications Ltd,
Leaside,
Newton Aycliffe,
DL5 6HX

21/03/2018

Dear Sir/Madam,

I am writing in application to the Apprentice Sheet Metal Worker / Fabricator position Aycliffe Fabrications Ltd have available. I am a year 13 student at UTC South Durham and I am a creative individual with an affinity for engineering and a strong interest to work within your company.

While studying at the UTC I have taken part in industry projects. Working on the projects showed and enhanced my organisational and team working abilities, I received positive feedback from partners who were working alongside my team. I was successfully able to motivate my team members and find ways to keep them interested in the tasks. Both tasks were carried out in teams and involved finding a solution to a problem by planning, designing, CAD modelling, physical modelling, documenting and finally presenting our projects to senior leaders from different companies around the region. Whilst being a good team member, I also demonstrated my ability to work individually or take charge and lead when required.

I believe my creativity and interest in photography will benefit me in this role through being able to visualise projects, having a keen eye for detail and a desire for perfection in all I set my mind to. Although I enjoy practical work ahead of written work, I am still very capable of applying these skills and have become an accomplished IT user being confident using several computer-based packages.

I would be very interested in gaining an Apprenticeship with your company and if successful, can see myself remaining with you for many years to come. Thank you for your time and I look forward to hearing from you.

Yours faithfully,

Year 13 Student, UTC South Durham

Sign your name here

Top Tips

- Make sure the cover letter is no more than a page of A4 long.
- This is a chance to show off your writing skills - but make sure you proofread!