

CV AND APPLICATION FORM 101

If you're looking for a job, you'll see that employers usually ask for you to send them either a CV or an Application Form – which one depends on the individual employer. So, what's the difference?

CV – what does it stand for?

Curriculum Vitae, sometimes it's also referred to as a 'Resume'.

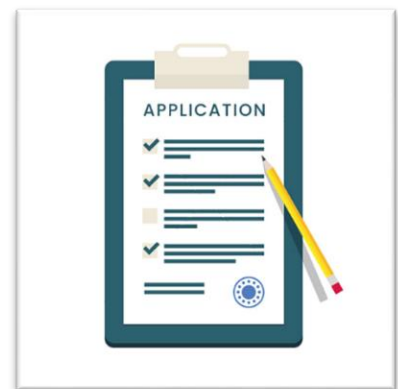


A CV is something you create that summarises your experience, skills and education. It's information that YOU want the employer to see and you're in control of presenting and formatting it.

APPLICATION FORM:

Some organisations don't accept CV's and will ask you to complete an Application Form. It means that the employer can specify what information they would like you to give and it's received in the format the employer wants.

Don't send a CV if the advert requests an application form, it may be rejected.



CV -

What should you include?



Contact Details –

Name, address, mobile phone number, email address

The employer needs to know how to get in contact with you!

Knowledge –

Educational details, including where you attended and/or professional qualifications

REMEMBER: Include the name of qualification NOT just modules you've completed. We can often see people listing dozens of modules but forgetting to tell us the qualification that they have.

Skills –

For example, you could include things such as team working, specific IT skills, customer service and levels of responsibility

If you were a waiter / waitress – what skills could you include?

Customer service, complaint handling, reordering and stock replenishment, opening/closing premises, cash reconciliation

Work-related Experience –

This can be both paid and unpaid work, so include any volunteering experience that you may have

Include: who your employer was, job title, how long you worked there and your specific responsibilities

If you have a gap in your employment, that's fine, but you may wish to explain why e.g. if you were travelling, studying for exams etc

Referees –

Provide the names of 2 people who can comment on your paid or unpaid work and how they know you e.g. personal referee, employer etc.

If you've not had a previous job, it may be possible to use a teacher/tutor

Even though a CV tends to be more generic it's really important that you still tailor it to the needs of the job you're applying for – that way the employer can see that you'll be a really good candidate.

It's recommended that you keep it to approximately 2 sides of A4 paper.



DO'S AND DON'TS:

The following points apply to both application forms and CVs:

Complete the form electronically (if possible) –



A handwritten form can be difficult to read, messy and take up more room than a typed one. If for any reason you absolutely must hand write it then use blue or black ink and avoid coloured pens, as this can make the form even harder to read.

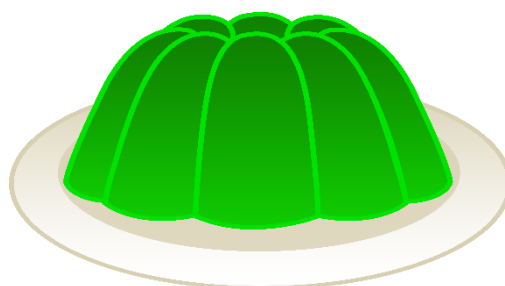
Complete ALL the information requested –

If you don't it looks like you've forgotten to complete it. If a section is not applicable – then just say so.

Spellcheck –

AND read it through, not all words are picked up - or they are actual words but mean something completely different.

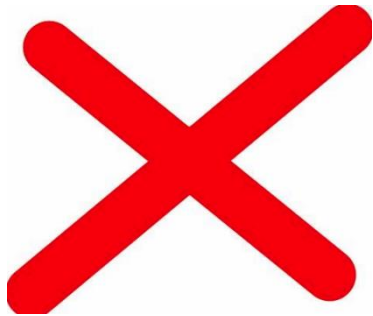
Do you want to say 'I was in charge of crossing the Desert'
or 'I was in charge of crossing the Dessert'?



Proof Read –

Get someone to read it through for grammar and general presentation issues – they may also pick up on any Desserts!

Be honest –



If you lie or exaggerate your experience or qualification its grounds for instant dismissal – don't do it! Just like on the Apprentice, when Lord Sugar catches the candidates out – don't let that be you!

Use plain English and avoid acronyms –

You may know what something means, it doesn't mean the person reading the form will.

Have a professional sounding email account –

name / number@ ... is fine

Something like partygirl@... is not fine



Keep it concise –

Don't write pages and pages, when faced with loads of application forms the interviewers don't necessarily have the time to read an 18 page application form in depth.

Have a copy of the job description in front of you –

Complete the application form (or CV) in direct relation to the Essential (and Desirable) criteria, usually found in the person specification for the job. Give examples/evidence of what you've done to demonstrate that you meet the specified criteria. If you have a few examples include them – this is your chance to show that you have the skills that the role requires.



Example:

The role requires you to be 'computer literate with experience of Microsoft Office'

Don't just say that you are... or that you can use Microsoft Office

List the packages you can use (word, excel etc) and **HOW** you've used them e.g. essays, timetables, presentations, booklets etc. and also **WHAT** you used them for presentation on canoeing / booklet for coursework

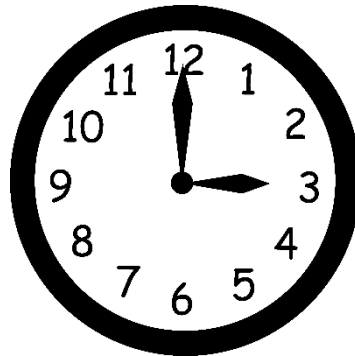
Include other software that you're familiar with e.g. video conferencing, social media, photo shop etc.

This shows that not only do you have skills in this area but a BROAD range of them.

You can also include hobbies and interests, especially if they relate to the criteria in the job description. This helps to give a more rounded view of you as an individual.

Finally, submit your application form / cv on time

Many employers will not accept late applications, so once the closing time / date has passed they will not accept any further submissions.



What happens to your application after the deadline?

Usually, the interviewers will read through all the submitted applications and assess them against the Essential (and Desirable) criteria for the role.

Those applications that most highly demonstrate they meet the criteria through giving examples / evidence are usually invited to interview. This process is called a sift.

Don't be disheartened if you are not selected for interview. It may be that other applicants have more thoroughly demonstrated meeting the job criteria. You may wish to request feedback if you are not selected, most employers are happy to provide this information.

