

CV Writing

Directorate:
Counselling
and Career
Development
JUNE 2020



Define tomorrow.

UNISA



The Recruitment Process

Expensive and *time-consuming*. Companies need to ensure that right candidates are recruited

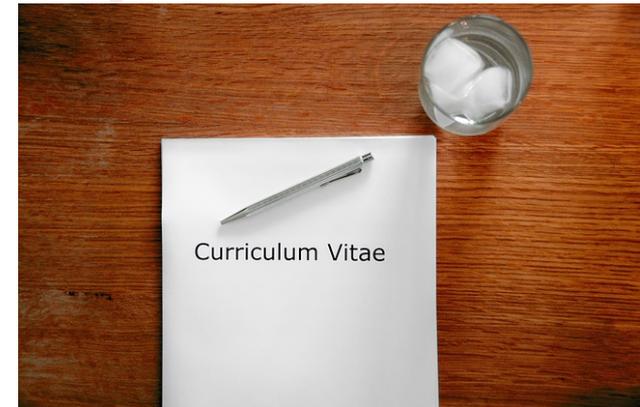
The recruitment process includes the following:-

- Written /online application
- Screening & Shortlisting
- Interviews & Assessments
- Job Offer
- Negotiations
- Hiring process



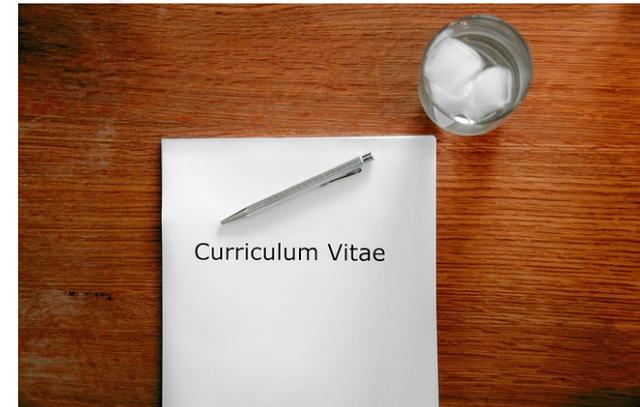
What is a CV?

- Your marketing document – you are selling your skills and helping a potential employer understand your potential to contribute to their organisation
- A CV is one part of your job-search “package” – other parts include your cover letter, interview skills, and career portfolio
- The only purpose of a CV is to get you invited to a job interview



Making your CV stand out

- No **single right way of doing a CV**
- You will **get different** opinions
- Look at **common things**, norms, & guidelines
- Only include information **relevant** to the job requirements
- Indicate **more about you** & your **uniqueness**
- **Highlight your skills** & show how you developed them
- Show them how it would be worth their while to invite you for an interview



Making your CV stand out

- CV should show your personal strengths & experience
- Tailor-make your CV for each job you apply for
- Follow the job ad guidelines in terms of length of the CV – normally 1-2 pages long
- Divided into clear sections with headings
- Easy to read
- Should be 100% free of error

Critical Skills for the Fourth Industrial Revolution (4IR)

Let's watch a video!

<https://youtu.be/TZRyCrTX9oQ?t=11>



Skills important for 4IR

Do you possess these critical skills?

Cognitive flexibility

Negotiation

Service orientation

Judgement and decision making

Emotional intelligence

Coordination with others

Creativity

Critical thinking

Complex problem solving

Are they indicated on your CV? If not, how do you acquire them?



Basic Guidelines

Include the following:

Personal details:
[name,
address,
email, phone]

Educational background

Work experience:
[part time,
voluntary,
internship]

**Skills,
knowledge
and
attitude**

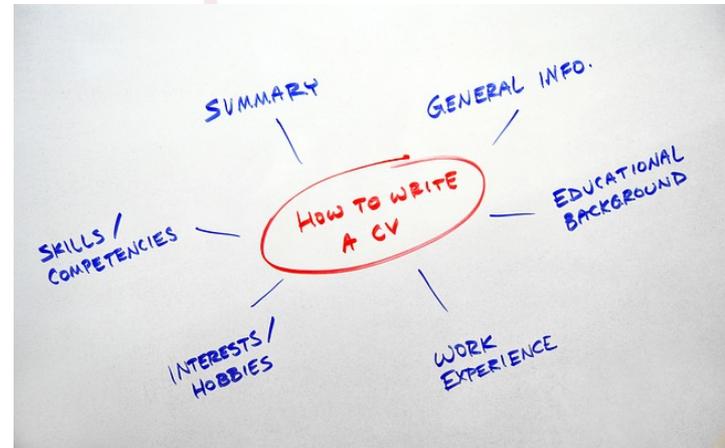
References

Basic Guidelines

Things that you may wish to include in your CV:-

- 1) Profile
- 2) Leadership positions
- 3) Interest & Memberships
- 4) Achievements

Remember to check the job advertisement for guidelines on what other information to include



Basic Guidelines

Style

- Use one clear font (e.g. Arial size 11)
- Consistent layout (use of capital letters, indents, bullets)
- Use simple language & phrases
- Have a uniform grammatical style & tense
- Be accurate, professional & clear

What should be avoided:-

- Exaggerations, generalisations, untruths
- Repetitions, abbreviations & self-flattering terms

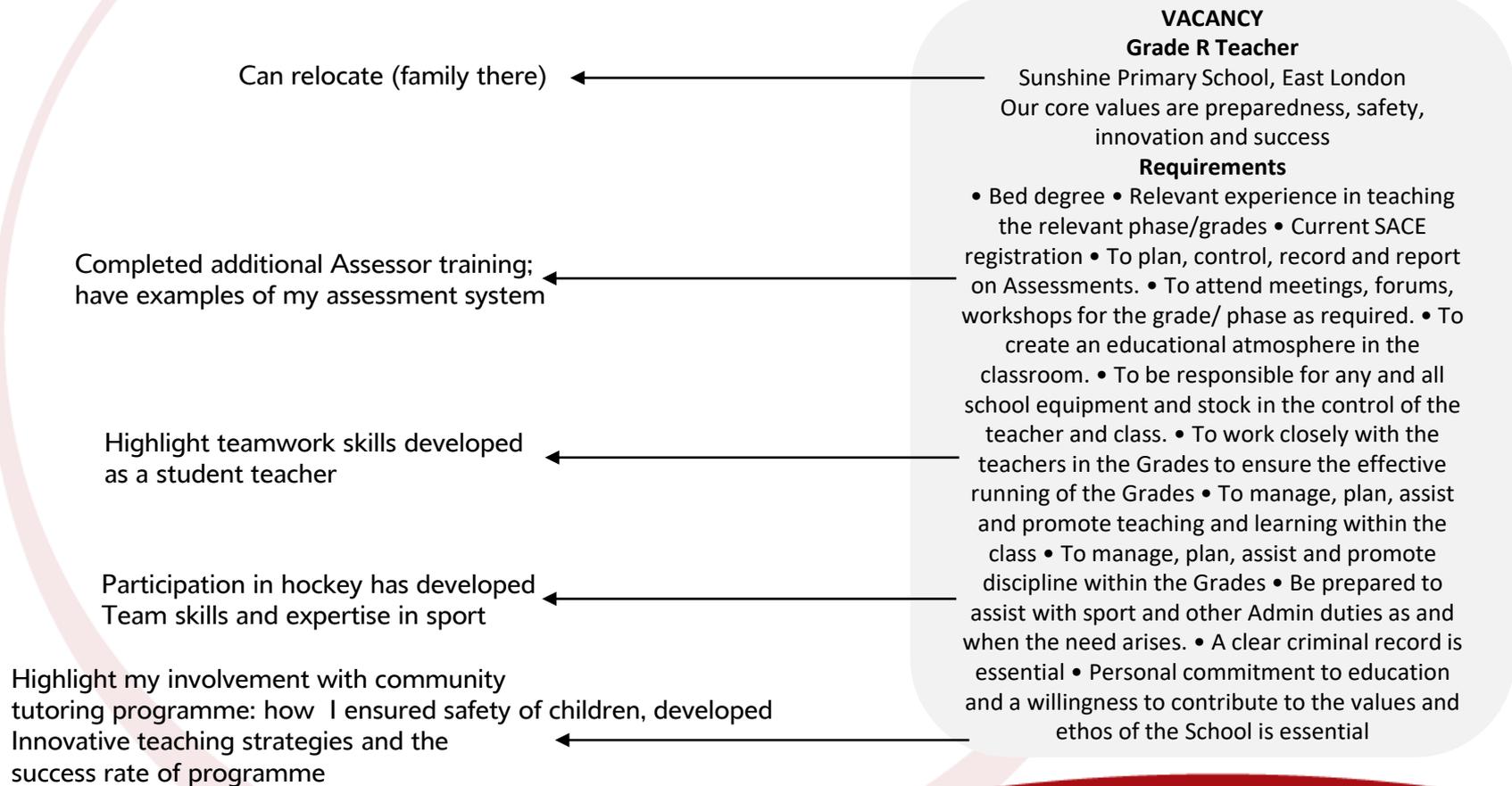
Understanding what you are applying for

Do your research:

- **Organisation/Sector** (*company website, media reports*)
- **Job requirements**
- **Match all these** with what you have
- **Speak to a recent graduate** (*company, culture, role, attributes, & skills required*)
- **Get evidence** (*Studies, Work Experience, Your skills, Involvements, Extra Murals, Interests*)



Connect your skill & experience to job requirements



CV Tailoring Exercise: They Say, I say...

What are they looking for?

Skills, experience, qualifications, attributes

What do I have to offer?

*What have I done/developed/achieved?
Think about work experiences, volunteer and community projects, sport, studies, etc.*

Must have experience in data analysis

Gathered and analysed data on Geology field trip to Karoo
Data analysis for thesis, using SPSS
Refer to studies and projects, e.g. Stats II and Geology III

Compiling your CV

Contact details

- 1) Put your name in big & bold on top followed by your contact details (your cell number, address & e-mail address)
- 2) Indicate alternative contact number
- 3) Your e-mail should look professional

Personal profile

- 1) optional
- 2) It gives recruiter a quick overview of yourself

Compiling Your CV...

Educational Qualifications

- Start with your recent qualification/ course
- List from most recent in a chronological order
- Include relevant modules/subjects
- Indicate other important thesis, project achievements & skills developed
- Relevant short term courses could also be included

Examples of qualifications

FORMAL:

Bachelor of Education, University of South Africa (2016-2019)

Relevant modules include: English, Life Orientation

Higher Certificate in Adult Basic Education and Training, University of South Africa (2015)

Relevant modules include: Planning training, Assessing adult learning

National Senior Certificate, Madiba High School, Durban (2014)

Obtained scores of 6 and 7 for English, Mathematics, and Geography

COURSES COMPLETED:

Spanish for Beginners, Cape Town Spanish School (2015)

Compiling Your CV...

Work Experience

- List all jobs (full time, part time, internship, voluntary)
- The aim is to highlight relevant responsibilities, achievements, skills and values
- Start with the recent/current job & go backward in a chronological order

Examples of work experience

July 2019-present: Madiba Secondary School – Teaching assistant (part-time)

Provide assistance to teacher in the classroom; coach hockey

January 2018-December 2019: Madima Community Outreach Centre – Volunteer (volunteer position)

Tutor children after school for English and life orientation; assist Centre manager with project management tasks (e.g. fundraising, interacting with parents)

January-June 2019: GreenTrees Restaurant – Waiter

Developed skills in customer service, working under pressure, team work, and time management

Example of Skills

Team work: Coordinated Unisa study group for English from 1st to 2nd level: organized meetings with group members, delegated tasks, team leader who managed conflict in the group. As volunteer, worked with other volunteers in a team.

Organisation: Planned and arranged parent's day for community organization (100 parents attended) on a minimal budget; Member of 3-person organizing team for Madiba High School Student Leaders Group.

References

- People that the employer may wish to contact to know more about you
- Negotiate with your potential referees and stay in contact with them as you go through the job application process
- Strive to balance them (e.g. one for academic & the other for personal attributes)
- List their names in full: titles, employers, emails, address & contact numbers
- No relatives, friends and parents

Things you may wish to include:

- Achievements/ awards
- Leadership roles
- Community-based activities
- Extra-mural involvements
- Membership of associations and professional bodies
- Workshops and conferences attended

CV mistakes

1. Spelling, typing, and grammatical errors
2. Too long or too short
3. Unstructured and hard to read
4. Too much or too little information
5. Generic and boring – does not allow the recruiter to get a sense of you)
6. Copied CV (from a template)
7. Repetition – repetitive words and phrases
8. No evidence for statements (e.g. skills listed but no examples provided)
9. Overselling or underselling
10. Trying too hard to be clever or fancy



Further resources

Unisa Directorate: Counselling and Career Development website:

- Prepare for Job Opportunities website:
<https://www.unisa.ac.za/sites/myunisa/default/Learner-support-&-regions/Counselling-and-career-development/Prepare-for-job-opportunities>
- Employability downloads:
<https://www.unisa.ac.za/sites/myunisa/default/Learner-support-&-regions/Counselling-and-career-development/Downloads-and-podcasts>

Contact us

We are available by e-mail:

- Send an e-mail to counselling@unisa.ac.za should you need to discuss any needs you may have in terms of further support.
- Contact Counselling and Career Development at a [regional centre closest to you](#).

Presentation developed by:

Counselling and Career Development, Unisa (KZN)