

CV WRITING WORKSHOP 2020



BY:
ZUZIWE NDEBELE
(Student Counsellor)

Learn without limits.

The Recruitment Process

- **Expensive** and *time-consuming*. Companies ensure that right candidates are recruited
- **The recruitment is divided into the following:-**
 - 1) Written /online application
 - 2) Screening & Shortlisting
 - 3) Interviews & Assessments
 - 4) Job Offer
 - 5) Negotiations
 - 6) Hiring process



Making your CV to stand out

- *No single way of doing CV*
- You will *get different* opinions
- Look at *common things*, norms, & guidelines
- Only *write relevant things* to the job requirements
- Indicate *more about you* & your *uniqueness*
- *Highlight your skills* & show how you developed them
- *Show them how worthy am I for interview*



Making your CV to stand out Cont...



- CV should show personal strength & experience
- Tailor-make your CV for each job you apply for
- It should not be longer than two pages
- Divided into clear sections with headings
- Easy to read
- Should be 100% free of error

Critical Skills for 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

The following should be included:-

- 1) *Personal details:* [name, address, email, phone]
- 2) Educational background
- 3) *Work experience:* [part time, voluntary, internship]
- 4) *Skills, knowledge and attitude*
- 5) *References*



Basic Guidelines Cont...



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

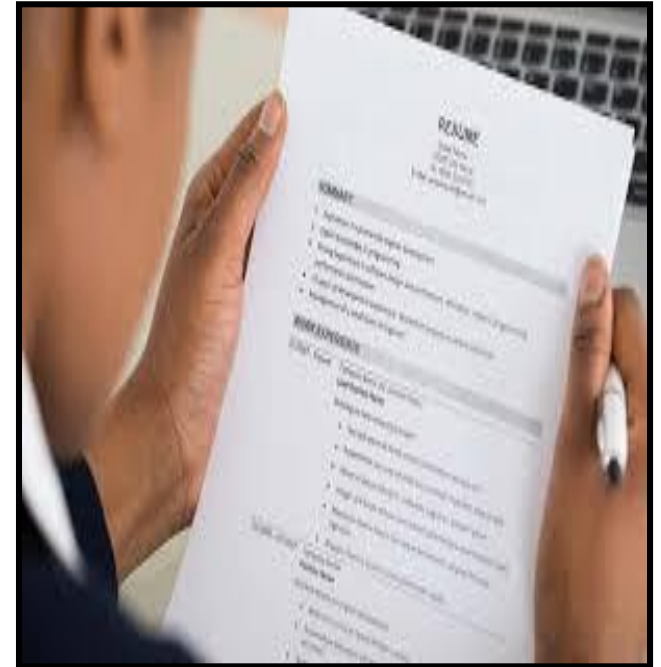
- 1) *Profile*
- 2) *Leadership positions*
- 3) *Interest & Memberships*
- 4) *Achievements*

Basic Guidelines Cont...

You may choose not to include the following in your CV:-

NB: Check the advert guidelines/requirements

- 1) *Marital Status*
- 2) *Gender*
- 3) *Dependents*
- 4) *Date of Birth*
- 5) *Nationality*
- 6) *Health Issues*
- 7) *Religion*
- 8) *Political Affiliation*
- 9) *Salary*
- 10) *Reason for leaving*
- 11) *A photo*



Basic Guidelines Cont....

Style & Guide

- Use one clear font (same size 11/12)
- Consistent layout(use of capital, indents, bullets)
- Use simple language & phrases
- Have a uniform grammatical style & tense
- Be accurate, professional & clear

What should be avoided:-

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

Connect your skill & experience to job requirements

CONNECT YOUR SKILLS AND EXPERIENCE TO JOB REQUIREMENTS

- Happy to relocate; family in Uitenhage
- Highlight interests and involvements at university
- Successful artist, solo exhibition in 2010
- Completing Post Grad in Education
- Bilingual family
- Sport has developed team skills and expertise
- Played provincial soccer
- Involvement in SHAWCO tutoring for 4 years

Vacancy Grade 5 Teacher

Willowmead Primary, Uitenhage

Dynamic and creative individual sought to teach Grade 5. Must have teaching qualification, be fluent in English and Afrikaans and enjoy working in teams.

Required to coach sport, be involved in extra-curricular programme and show commitment and passion for youth.

Apply to principal@willowmead.org.za by 30 September

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

CV TAILORING EXERCISE: THEY SAY, I SAY

WHAT DO THEY SAY THEY ARE LOOKING FOR?

Skills, experience, qualifications, attributes

Must have experience in data analysis

WHAT CAN I SAY I HAVE TO OFFER?

What have I done/developed/achieved?

(Think of examples from studies, sport, involvements etc)

*Gathered and analysed data on
Geology field trip to Karoo*

Data analysis for thesis, using SPSS

*Refer to studies & projects, eg.
Stats II, Geology III*

Compiling Your CV

Contact Details

- 1) Put your name in big & bold on top followed by your contact details
- 2) Also include your cell number, address, & emails address
- 3) Indicate alternative contact number
- 4) Your email should look professional

Personal Profile

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

Compiling Your CV...

Educational Qualification

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

Examples of Qualifications

2011-present: University of Cape Town (UCT) – Bachelor of Social Science Honours (Politics)

Spent 3 months in France, researching essay on French attitude to refugees.

2007-2010: UCT – Bachelor of Social Science (Politics)

Relevant modules include: Business French, Development Economics and International Politics.

2007: French is Fun, Cape Town – Advanced French – Level 3 (full-time course for 12 months)

2006: St Agnes High School, Cape Town – National Senior Certificate

A aggregates attained in English, Accounting and French.

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 or



Example of Work Experience

March 2010-present: UCT Department of Environmental and Geographical Science – Research Assistant (part-time)

Urban Food Security Project: gathering and recording data from vulnerable areas of Cape Town so as to establish determinants of urban food security and its relationships with HIV/AIDS

December 2009-February 2010: Salt Restaurant, Cape Town – Waiter (part-time holiday job)

Developed skills in customer service and influencing, team work, time management; learnt to deal with difficult clients and to work under pressure

December 2008: EcoStats (NGO), Kruger National Park – Project Assistant (volunteer)

Recorded feeding patterns of elephant with team of 6 volunteers; assisted in developing and running workshops on environmental issues at 3 local primary schools.

Compiling Your CV...

Skills

- Highlight the skill relevant to the job requirements
- Provide evidence of where you developed & displayed each skill



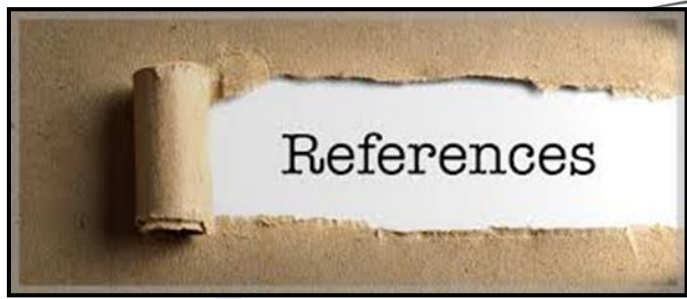
Example of some transferable skills required

(Numeracy, leadership, IT, Organizational, Teamwork, Problem solving, Language, Communication)

Example of Skills

Leadership: Head Student of Tugwell Residence in 2009: ran weekly committee meetings, delegated projects and monitored progress; dealt with all serious residence problems and co-chaired Disciplinary Committee. Participated in UCT Emerging Student Leaders Programme in 2007.

Planning and Organisation: Researched, planned and arranged 4-week study trip for final year Statistics class (45 students) to Namibia; organised transport, accommodation, food, permits, study programme – trip completed under budget. Member of 5-person organising team for UCT Emerging Student Leaders Programme in 2008.



References

- People that the employer may wish to contact to know more about you
- At least have 3 referees on your CV
- Strive to balance them (one for academic & the other for personal attributes)
- List their names in full, titles, employers, emails, address & contact numbers
- No relative, friends and parents
- Get permission

RESUME GENIUS
SAMPLE

[YOUR NAME]

888 Grant Avenue ♦ New York, NY 10603
(888) 888-8888 ♦ YOUR.EMAIL@gmail.com

Professional References

REFERENCE NAME #1

[POSTION TITLE]

COMPANY NAME

(999) 999-9999

REFERENCE.EMAIL@gmail.com

Relationship to Reference

REFERENCE NAME #2

[POSTION TITLE]

COMPANY NAME

(999) 999-9999

REFERENCE.EMAIL@gmail.com

Relationship to Reference

REFERENCE NAME #3

[POSTION TITLE]

COMPANY NAME

(999) 999-9999

REFERENCE.EMAIL@gmail.com

Relationship to Reference

Things you may wish to include:

- Achievements/awards
 - Leadership positions/roles of responsibility
 - Community/faith-based activities
 - Extra-mural involvements
 - Workshops and conferences attended
 - Membership of associations or professional bodies and societies.
- 

Compiling Your CV...

TOP 10 CV MISTAKES

1. Spelling, typing and grammatical errors
2. Too long
3. Confusing, hard to read or unstructured
4. Too much irrelevant information
5. Too fancy or trying to be clever
6. Boring and generic
7. Overselling or underselling
8. Template/example CV copied or friend's CV adapted
9. Repetitive words and phrases
10. Skills listed, but no evidence