

University of Surrey

Careers Service

<http://www.surrey.ac.uk/careers>

Writing your CV

This guide explains the basic principles of CV writing to help you apply them to your own CV. There are many possible ways to design a CV. This guide includes an effective sample CV and text you can use with the covering letter or email you send with it. Your CV is unique - and should be focused on the role you are applying for.

Content - points to consider:

- Relevance - your CV should make the recipient want to interview you, that means the information should be **relevant** to the position you are applying for. If you are applying to different types of job consider having several versions of your CV
- Look at the job description or advert and think about what you've done in the past, whether it's through your degree, work experience, or your free time, that has anything to do with the position(s) you are applying for. Concentrate on describing these, even if it means leaving out, or saying little about, other things.
- Focus - you could group information together, depending on the mix of things you have done. For instance, if you have a lot of computing experience, and you are going for a position in that area, you could have a section just for those things.
- Try to use verbs or "active words" - describing your experiences in a way which is relevant and interesting. This is especially important for CV's posted online which may be searched by keywords. There is a list of active words available in the Careers Library, in the yellow file marked 'CVs and Application forms'.
- Academic posts - you should include more information about your degree content, research and project work and any publications arising from your work. A longer CV is acceptable.
- Right to work - if you are a citizen from a non EEA country but **do** have the right to work in the UK it is essential to add this information to your CV.

Presentation - points to consider:

- A 2 page CV is acceptable to most employers - more than that may put them off.
- Try out different fonts/underlining/bold. This text is Arial, 12pt. Other good fonts are Verdana, which is very legible on screen, or Times New Roman -traditional looking and uses space effectively.
- Balance the text on the page, avoid huge gaps or very narrow columns – it makes it easier to read.
- As you often have to email your CV, keep formatting simple.
- When printing use good quality, A4 paper.

Cathedral Court
University of Surrey
Guildford

Tel:
Mobile:
Email: yourname@.....

Surrey GU2 7XH
(Resident to 28.5.2012)

Kim Parkes

Education

University of Surrey, Guildford 2008 - 2012
BSc (Hons) Chemistry with Computing. 2.1 expected
(4 year sandwich course)

Subjects include: Organic synthetic methodology, medicinal chemistry, molecular modelling, programming, graphics, networking and laboratory automation.

Final year project: A computer simulation of novel drug receptor interactions in the central nervous system.

Ridge School, Farnham 2001 - 2008
A Levels (2007) - Chemistry (B), Physics (B), Maths(C). (2006) AS Computing (B)
GCSE's (2005) - 9, including Maths (B) and English Language (C)

Employment

Professional Year 2010 - 2011

Research Chemist
GlaxoSmithKline, Mood Modifiers Department, Bedford

Working without direct supervision to tight deadlines, responsibilities included:

- Synthesising pharmacologically active compounds
- Reviewing the literature on anti-depressant drugs
- Predicting drug activity
- Analysing numerical data
- Supervising a laboratory assistant
- Training a successor and writing a training manual for them to use.

Vacation Work

Tele-Sales: Direct Marketing Ltd, Guildford. 2009
Used determination and tact to make sales calls. Regularly exceeded targets in a high pressure environment.

Retail Sales: W H Smith, Farnham. 2005 - 2008
Managed own section, solving problems. Trusted with cash handling responsibilities. Also worked in a small team, developed excellent customer service skills.

Key Skills

- Practical** Familiarity with a range of laboratory equipment including NMR, HPLC and other spectrophotometric procedures.
- Computing** Confident with Labview and good skills in Excel and Word. Improving knowledge of PowerPoint.
- Languages** Speak conversational French - currently undertaking structured course with certification.
- Team work** Confident leading teams and also an effective team member. Enjoy finding solutions and supporting colleagues.

Interests and Achievements

- Prizes** The HJP prize for the best 2nd year project.
- Union** Secretary of Raising and Giving Society (RAG) Committee. Actively involved in running events, including a '80 themed night for 220 people and organising 30 volunteers for a street collection. Raised £11,000 in support of the National Children's Home.
- Sports** In 1st and 2nd years was a regular player for the University of Surrey Squash Team. Organised the interdepartmental Squash Ladder. Informally instruct new players and currently play recreationally. Like to bungee jump whenever I can afford it.
- Writing** Regular contributor to The Stag, the student newspaper, writing sport reports.
- Teaching** For a local school tutored GCSE and 'A' level theoretical and practical chemistry candidates - who have gained better grades than originally predicted.

Referees

Academic

Dr R Childs
Reader
School of Biological and Molecular
Sciences
University of Surrey
Guildford GU2 7XH
r.childs@surrey.ac.uk

Previous employer

Dr P Woodward
Head of Drug Development
GlaxoSmithKline
Worthing
Sussex SU3 4PT
p.woodward@gsk.co.uk

Cathedral Court
University of Surrey
Guildford
Surrey GU2 7XH

2 November 2011

Dr C Goodman
Head of Chemical Research
Novel Compounds Ltd
Huntingdon
Cambs CAM 1UX

Dear Dr Goodman

I am currently in the final year of a BSc degree course in Chemistry with Computing. I expect to graduate with at least Upper Second Class Honours from the University of Surrey.

I am writing to apply for your vacancies for research chemists for novel drug synthesis, which I saw advertised in Prospects Directory. As you will see from my enclosed CV, I can offer a considerable amount of relevant experience, including:

- Recent employment in a major pharmaceutical research and development laboratory, with emphasis on problem-solving and team working.
- A degree which has included several courses related to drug synthesis.
- Familiarity with laboratory procedures and equipment in common use.
- Experience of applying computer assisted design techniques to predict potential drug activity.

I am very keen to apply my skills and experience in the pharmaceutical industry and your company would provide excellent opportunities to do so. If you would like any further information I would, of course, be very happy to supply it.

Thank you for considering my application and I look forward to hearing from you.

Yours sincerely

Kim Parkes