

University of Surrey

Careers Service

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

Writing your CV (Postgraduate)

This guide explains the basic principles of CV writing to help you apply these ideas to your own CV. There are many different 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. The most important thing is that the CV focuses on the things that are relevant to the job you are applying for.

Content - points to consider:

- Relevance - your CV should make the reader want to interview you by containing information that is **relevant** to the position you are applying for. If you are applying to different types of job consider having several versions of your CV.
- Think about things you have done, whether through your degree, your work experience, or in your free time, that have anything to do with the position(s) you are applying for. Concentrate on describing these, even if it means leaving out, or saying less 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 for IT activities.
- 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 – include the content of your degrees, especially your research or project work and any publications, conferences and posters connected with your work. Include other related activities such as tutoring or the supervision of other students. A longer CV is acceptable for these posts.
- Nationality - if you are an overseas national with 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, but as you often have to email your CV, keep formatting simple.
- This text is Arial 12 pt. 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, avoiding large gaps – it makes it easier to read.

Cathedral Court
University of Surrey
Guildford
Surrey GU2 5XH
(Resident until 30.9.2012)

Tel. 01483 63218
Mobile: 0766 524 3123
Email: yourname@.....

Kim Parkes

Education

University of Surrey, Guildford 2011-2012
MSc Information Systems, Merit award

Subjects included: Business Communication, Information Systems Development, Interactive Computing, Management and Business Strategy, Knowledge Management, Web Publishing

Dissertation: Creating a user interface in Java to analyse raw data sets.

University of Brunel 2007-2011
BSc (Hons) Computing & Information Technology
2.1 obtained (included a 10 month placement)

Subjects included

Systems Analysis & Design, Communication Skills, Information Modelling, Web Technologies, Business Strategy, Managing Information Systems, Algorithms & Data Structures, and Programming.

Final Year Project
Producing a hardware inventory and helpdesk management system

Addlestone School, Surrey. 2000-2007
A Levels (2006) – Computing (B), Pure Mathematics (B),
Business Studies (B), AS-Level Statistics (C).
GCSE's (2004) – 9, including English (B) and Maths (A).

Relevant Employment

Systems Engineer (Professional Placement Year) 2009-2010
GlaxoSmithKline (GSK), Informatics Dept, Harlow

Responsibilities included:

- Installing hardware, software and security devices
- Networking PCs in offices and labs
- Liaising with clients for requirements and opinions
- Writing appropriate documentation, now in use throughout the department
- Taking part in code review for peers
- Member of developer community where ideas shared

Computing Skills

Languages Visual Basic, Perl, Java, J#, VBScript, ASP, HTML, XML, C++, Pascal and SQL Server.

Operating systems MS-DOS and UNIX

Software packages MS Office, Xmgr, Xfig and Xemacs

Other Skills

Languages Speak conversational French - currently undertaking structured course with certification.

Teamworking Demonstrated at GSK and through voluntary activities. Successfully completed a University skills development programme on team and group work.

Awards and Prizes

University Awarded IBM prize and took part in 2007 IBM ThinkPad Challenge for Best Modelling & Simulation Group Project in the second year.

Achievements and Interests

Union Secretary of Rag Committee. Actively involved in organising events which raised £12,000 in support of the National Children's Home, including a street collection where I coordinated 30 volunteers, and an 80's theme party, which I was responsible for marketing.

Sports Regular player for the University of Surrey Squash Team. Organised Squash Ladder. Like to bungee jump whenever I can afford it.

Writing Regular contributor to The Stag, the student newspaper.

Teaching Tutor 'A' level candidates in computing at a local school, who achieved better grades than originally predicted.

Referees

Academic

Dr D Long
Department of Computing
University of Surrey
Guildford
Surrey
GU2 7XH
d.long@surrey.ac.uk

Previous employer

Mr Peter Smith
Head of Informatics
GlaxoSmithKline
Harlow
Essex
CT13 9NJ
peter.r.smith@gsk.com

Cathedral Court
University of Surrey
Guildford
Surrey GU2 5XH

2 June 2012

Dr C Goodman
Graduate Recruitment Manager
Novel Solutions Ltd
Huntingdon
Cambs CB1 1UX

Dear Dr Goodman

I am currently completing a Masters degree in Information Systems at the University of Surrey having previously obtained a 2.1 in Computing and Information Technology from the University of Brunel.

I am writing in response to your entry in Prospects Directory in which you mentioned an interest in recruiting computer scientists for positions as systems analysts. I am extremely interested in this opportunity, and, as you will see from my enclosed CV, can offer a considerable amount of relevant experience, including:

- Recent employment as a Systems Engineer in the Informatics department of a major pharmaceutical company.
- Degree programmes which have included several modules relevant to the area of systems analysis and design.
- Familiarity with a range of programming languages including C++, Perl, Java and J#.
- Excellent interpersonal skills gained through my work experience and various responsibilities which I have held at University.

I am very keen to apply my skills and experience in a forward looking and rapidly growing (these are examples - modify as appropriate) company such as yours. I am particularly impressed by/interested in(add after researching information about the employer)

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

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