

FACTSHEET

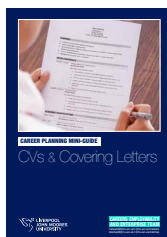
Advice for students about writing a professional, targeted CV

Aim: To support academic staff when carrying out tutorial activities related to CV development for students

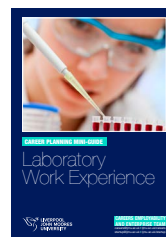
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Student Futures, LJMU's Careers, Employability and Start-up Service have a range of resources and services to help students with their CV development including:

CV and Cover Letter Mini Guide - this detailed guide is available to download from the Student Futures website. It contains advice about how students can structure their CV and about the key content that they should include in it. It also gives examples of different styles of CV which students can use such as the chronological and key skills CV.



Mini Guide about Looking for Laboratory Work Experience - gives examples of the type of CV format which students can use to apply for scientific job roles within a laboratory based setting. It also gives advice about ways in which students can showcase their relevant laboratory skills on their CV. This guide is available to download from the Student Futures website:

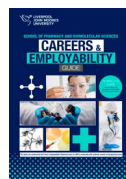
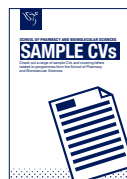


www.ljmu.ac.uk/studentfutures/online-guides-and-resources

'Careers Zone 24/7' digital careers platform - Students can register and then access a range of digital careers tools via the Student Futures website. The platform contains a 'CV builder' App which may be helpful for students who have not developed a CV before, and wish to build the basic structure. The 'CV360' App then scores a CV against over 50 checks and provides students with detailed feedback on file, presentation, structure, content, skills, and language - including unique checks such as time-to-read, average sentence length, employability skills and skills dominance. It is recommended that these resources are used in conjunction with the resources listed above, which give more bespoke information for those students who wish to develop a CV which is targeted towards scientific job roles. <https://careerszone247.careercentre.me/u/tn9c0g77>

CV Meetings at Byrom Street Careers Zone - Students can arrange a meeting in advance, with a careers and employability adviser, for a CV check. This meeting can be arranged by calling into Byrom Street directly or by telephoning 0151 231 2048. Students can also use our online booking system to arrange a meeting: www.ljmu.ac.uk/studentfutures/book-a-careers-meeting. There are also drop-ins and CV cafes running regularly which students can attend without pre-booking a meeting: <https://studentfutures.ljmu.ac.uk/>. The students should take along a draft of their CV printed off to this appointment, for checking.

Career Planning Guides and CV Guides - Guides are produced for each school and contain a variety of example CVs including skills-based, chronological and those targeting scientific related job roles. The guides can be downloaded from the Student Futures website: www.ljmu.ac.uk/studentfutures/online-guides-and-resources



Placement Learning Support Unit (PLSU) - Students who are applying for placements can alternatively have their CV checked by a member of the PLSU.

Further help:

Byrom Careers Zone can be found next to the main reception of the James Parsons Building.

Website: www.ljmu.ac.uk/studentfutures

Telephone **0151 231 2048** or email: studentfutures@ljmu.ac.uk

Placement Learning Support Unit is located in Room 904 James Parsons Building, Byrom Street.

Website: www.ljmu.ac.uk/scienceplsu

Telephone 0151 231 2079 or email: scienceplsu@ljmu.ac.uk



CV Checklist

	YES	NO
LAYOUT/PRESENTATION		
Is the CV professionally presented? Have you checked (and double-checked) that there are no spelling and grammatical errors on your CV?		
Is the CV limited to 2 sides of A4 in length? Is it easy to read and broken up into appropriate sections and paragraphs/bullet points?		
Are the font style and size appropriate?		

STRUCTURE		
Is the type of CV (chronological, hybrid, skills-based) appropriate for the role?		
Is information presented in the most appropriate order, i.e. key information on first page?		

CONTENT		
Is the CV appropriately tailored to the specific role, i.e. have you evidenced the required skills, knowledge, experience? Have you studied the person specification for the job which you are applying for, and reflected the relevant skills in your CV?		
Does your CV include specific examples of your skills?		
If you are applying for a laboratory-based position, have you included details of your relevant laboratory skills in a prominent position on the CV?		
Does your education section highlight relevant content (e.g. modules studied, knowledge gained, practical projects and site visits) from your degree?		
Have you provided a clear overview of relevant work experience where appropriate?		
Have you highlighted your achievements and any relevant interests?		
Have you included details of referees? Normally you would list one who can give you an employment reference and someone who can give you an academic one (usually your personal tutor).		

