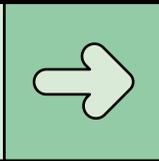
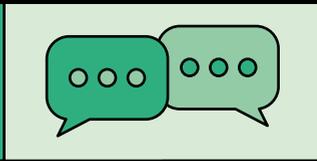
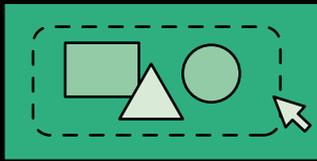
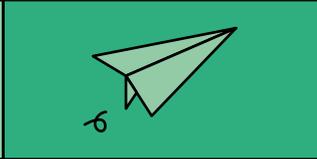
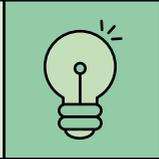


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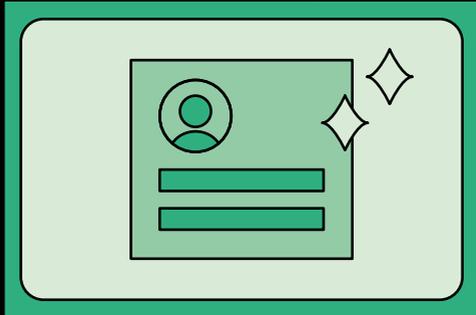


CV



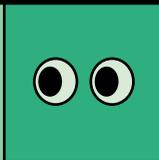
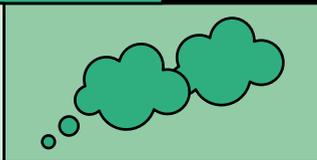
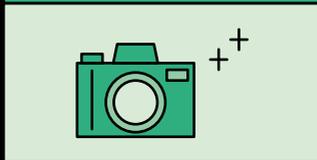
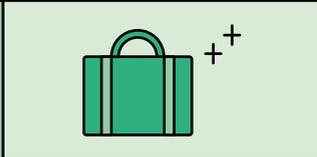
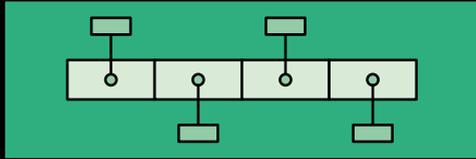
Learning Guide

CV



Learning

Guide



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Careers & Employability
Empowering UAL students
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What and Why?



CV stands for Curriculum Vitae which is Latin for ‘the course of your life’. A CV is a factual document that summarises your experience, skills, education, achievements and other relevant professional information.

A CV is used to showcase your professional profile and usually requested when you apply for jobs, work experience or other opportunities. It is a document about you written for an employer. There are different types of CVs depending on their purpose (for example an artist CV).

Making It Accessible



It is important to consider how easy it is for others to understand and access what you are communicating to them throughout your professional journey. Thinking SCULPTURE is our way of ensuring we embed accessibility creatively.

When creating and sending your CV to employers or clients, you will need to make sure it is accessible to employers and recruiters.

Making It Accessible

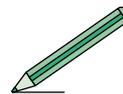


- Structure** – does it flow?
- Colour and contrast** – is it clear?
- Use of images** – have you used a caption?
- Links** – do they work correctly?
- Plain English** – can you understand it?
- Titles** – is it laid out clearly?
- User testing** – have others reviewed it?
- Review** – check their feedback
- Edit and fix** – make any necessary changes

You should also consider

- **Document format**
Check if the employer would like CVs to be sent in a particular format or size.
- **Document name**
Save your CV as 'Your Name / Company Name / CV' so it's easily identifiable.
- **Accessibility**
Make your document more accessible by avoiding the use of bright colours or a font size smaller than 11pt.

The Basics



Content

Average time spent reading a CV is between 7-10 seconds. Make an impact from the beginning by putting the content you most want the employer to read at the top of your CV, e.g. a tailored list of your skills.

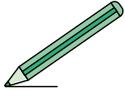
Include links to any online content you want an employer to see, such as LinkedIn, online portfolios, profiles, websites and social media (only if relevant and professional).

Always ensure the experience and skills you include on your CV are relevant and match both the job description or any additional information you have about the opportunity.

Don't try and squeeze all your experiences into your CV. Edit and focus on your most relevant and valuable skills and experience.

Don't include a picture, date of birth, address or nationality. These aren't necessary in this document, with the exception of online professional platforms, such as LinkedIn. Too much personal information might lead to an employer being less objective. (in the UK, there is the Equality Act 2010, which protects people from discrimination on the basis of their religion, sex, gender reassignment, marital status, race, age, disability, sexuality)

The Basics



Structure

Make sure that your name, email and telephone number are clearly visible.

Arrange your experience in reverse chronological order, i.e. in each section list your most recent experience first.

You don't need to separate 'unpaid internships', 'university projects' etc. It is all valuable experience.

Biographies or personal statements

If you are including a biography or personal statement, it must be concise, distinctive and connect directly with the employer or client / opportunity you are applying for. As a CV is a document people read quickly, paragraphs of narrative text don't always work well. Consider if your biography or personal statement will work better elsewhere, such as in the body of an introductory email or in your cover letter.

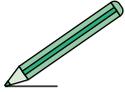
Work experience

When writing about your work experience, focus on your achievements where possible and not solely on your 'duties' within the role. You can do this by reflecting on what you successfully contributed to. Are there any quantifiable achievements you can include?

Don't forget to mention additional professional achievements outside of paid work experience. These can be projects you've initiated, research you've undertaken, commissions you've done, or examples from your voluntary work experience. The value of your skills is not validated by money. You do not need to explicitly indicate on your CV whether the role was paid or unpaid.

You can choose to divide your work experience into two sections and place your most relevant work experience section above an additional work experience section. This will give you freedom to draw attention to the experience that is most relevant to your audience. Remember to display your experience using reverse chronological order.

The Basics



Skills

Include a tailored skills list for the employer when preparing your CV. Have you identified the key skills the employer is looking for in candidates on the job description? Have you included a list of skills which you can evidence with examples from your recent or relevant work experience? Have you included a balanced list of skills that focuses on both your soft and hard (technical) skills?

Education

Employers will usually indicate on the job description what level of education a candidate would need to be eligible for the role. Include a section for your education and include predicted course grades if you are currently studying.

If you have little work experience, use your education section to include your achievements. Have you been awarded a high mark in a module that is relevant to the role or industry? You can highlight this subtly by including the name of specific modules or pieces of work under the relevant grade.

Layout

Here are some suggestions on sections to include and some key tips to consider when writing your CV

Keep it to a maximum of one page. You should consider having 2 pages if you have extensive experience in an industry and applying for a senior position.

Consider writing in bullet points rather than blocks of text to make your CV easy and quick to read. Make sure you have a good amount of line spacing around the text, and check you have included some white space to make it accessible,

Consider how you want your CV to be read. For example, columns (newspaper style) or left to right? Think of intent and purpose, and the audience who will be reading it.

Consider visual identity, does this reflect the style of other documents you will be sending the employer, such as a cover letter, portfolio, personal statement?

Set Yourself Apart



Adjust your CV for every position or opportunity you are applying for. If you are applying for a range of different types of roles try to make different master CV for each type. This way you can make adjustments, rather than starting from the beginning each time. Have one master CV that has everything on it so you can cut and paste a tailored CV.

Always try to put yourself in the employers' position. What would you want to see from a candidate if you received hundreds of CVs? What would make you remember somebody? What would you need to know about them? What would make them stand out?

Checklist



Visual impact and branding

Is the look and feel of your CV consistent with your cover letter, portfolio and website?

Tailor every time

Have you analysed the job description and person specification carefully and matched your skills to those listed? Have you researched the company further to highlight and include other relevant and relatable work experience?

Be consistent

Have you checked that your layout is consistent? Have you used the same font and spacing throughout?

Have you used the same writing style throughout your CV? Be specific and concise when describing your experience, check you clearly described your main achievements and responsibilities. Consider writing in bullet points and keeping your CV to 1 page max

Check!

Have you checked your spelling and grammar? You can contact the UAL Language Centre if you need help with this. Don't forget to also check your phone number and email address so the employer can contact you, you would be surprised how many people make a mistake there!

Resource Guide



If English is an additional language to you, you can access language support and development services via UAL's Language Centre: <https://www.arts.ac.uk/study-at-ual/language-centre/english-language-development-for-ual-students>

If you need support proofreading, use free, inbuilt services such as Microsoft's spelling and grammar checker. Alternatively you can download browser extensions like Grammarly, ProWritingAid, Ginger. They will do a similar job, however most are only free for a trial period.

It's Nice That – Top creatives show their CVs - <https://www.itsnicethat.com/features/the-graduates-2018-2018-cv-advice-210618>

Artquest – How to create an artist CV - <https://www.artquest.org.uk/how-to-articles/artist-cv/>

Vitae – Creating effective CVs as a researcher - <https://www.vitae.ac.uk/researcher-careers/career-management-for-researchers/creating-effective-cvs-as-a-researcher/creating-effective-cvs-as-a-researcher>

Creative CV Guide (2010) - [https://www.nottingham.ac.uk/careers/documents/students/other/creativecvguide\(1\).pdf](https://www.nottingham.ac.uk/careers/documents/students/other/creativecvguide(1).pdf)

Prospects – Example CVs - <https://www.prospects.ac.uk/careers-advice/cvs-and-cover-letters/example-cvs>

Prospects – Writing a personal statement - <https://www.prospects.ac.uk/careers-advice/cvs-and-cover-letters/writing-a-personal-statement-for-your-cv>

The following links are to American web resources. Pay attention to spelling and grammatical changes.

The Muse – Verbs that will make your CV awesome - <https://www.themuse.com/advice/185-powerful-verbs-that-will-make-your-resume-awesome>

Resume.IO – If you struggle with layout, there are some handy template builders online that can help remove technicalities, like this one. Beware that they start free but will likely charge a fee once you are ready to download your CV - https://resume.io/?gclid=EAlaIqobCh-MIoNbbv6ex7AIVie3tCh3M1gihEAYASAAE-gleUPD_BwE

