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Learning Guide
CVs

What is a CV?

Curriculum Vitae (or CV) is a factual document that acts as a summary of your experience, skills and education. It's used to communicate your professional experience when applying for jobs, work experience or other opportunities. It's about you but written for someone else - there is no standard CV and it should always be tailored for whoever you're sending it to.

Do:
- Make sure that your name is clearly visible.
- Include relevant, up-to-date contact information (mobile number and a professional email).
- Include links to online content you want an employer to see, such as LinkedIn, online portfolios, profiles, websites and professional social media (if relevant).
- Check your grammar and spelling.
- Arrange your experience in reverse chronological order (newest at the top).

Structure your CV
- Think about the hierarchy and layout of information.
- Use concise bullet points to describe role responsibilities.
- Include a job title, company name, location and dates for each experience.
- Use section titles such as Profile, Key Skills, Education, Work Experience and others relevant to your discipline, such as Exhibitions, Publications and Awards.
- Keep it to a maximum of two pages.
- Check with your references before stating they are available.

Top tips

Think about visual impact and branding
Is the look and feel of your CV consistent with your cover letter, portfolio and website?

Tailor every time
Analyse the job description/role and make sure you match your skills to those in the person specification.

Be specific and use industry terminology
When describing your experience be concise and don't repeat yourself. Describe transferable skills with reference to the role you're applying for.

Use positive language
Employers see a lot of CVs so communicate your experienve using positive verbs e.g. organised, led or delivered.

Use examples
This will provide evidence and help people understand what you are saying. 'Edited a magazine' reads better than 'was responsible for editing'.

Make equivalents clear
If you studied abroad or completed a course that is not recognisable from its title, provide more details about it.

This guide is just a starting point. You should develop your CV so it works best for you.

Name Surname

City/Town, Country
Telephone
Email
Website/online portfolio
LinkedIn/professional social media accounts

Profile

I am a student at/graduate of UAL specialising in _ _ _ _ _. Skilled in _ _ _ _ _ with a strong interest in delivering _ _ _ _ _. I have gained experience with X, Y, and Z companies/start-ups/collectives. I offer _ _ _ _ _ and my main goals are to _ _ _ _ _ in the _ _ _ _ _ industry/business/field.
(If you include a profile make it individual and tailored to the job. Write no more than 3 lines here.)

Education

MA/BA – Course name, College, Country   Sep 2014-Jun 2017
Dissertation title or specific areas of research
Live brief with industry clients etc.

BA/A levels – School, Country   Sep 2010-Jun 2014
Short course *(such as weekend or evening)*   Feb 2013

Professional Experience *(highlight responsibilities and achievements to show relevant skills and strengths)*

Job title, Company, Location   May 2016-Feb 2017
Key achievements:
- Organised X, Y with Z outcome
- Achieved X, Y with Z outcome
- Improved X, Y with Z outcome

Job title, Client Name, Location (freelance)   Jan 2015-April 2016
Key achievements:
- Researched X, Y with Z outcome
- Created X, Y with Z outcome
- Produced X, Y with Z outcome

Job title, Company, Location (internship)   Jun 2014-Jan 2015
Key achievements:
- Managed social media accounts increasing followers by 25%
- Designed print ready flyers, poster and brochures with new style
- Researched and designed visual concepts for marketing department

Job title, Organisation, Location (volunteer)   Oct 2013-Sep 2014
Key achievements:
- Supported X, Y with Z outcome
- Promoted X, Y with Z outcome

Awards/Exhibitions/Publications/Memberships/Projects/Competitions *(delete as needed)*

Exhibitions (solo/group), Gallery, Location
Residency, Location
Article/Essay, Publication, Issue/Volume

Skills	**Software**	**Interests** *(If relevant to the job)*
Letterpress	Adobe Photoshop	Photography
Copy-editing	After Effects	Cinema
Market research	Mailchimp	Exhibitions

References available upon request

Career skills and support from UAL

Further resources

Artists
artquest.org.uk/how-to-articles/artist-cv

Designers
the-dots.com/projects/cv-tips-81169

Academics
jobs.ac.uk/careers-advice/cv-templates

Researchers
vitae.ac.uk/researcher-careers/career-management-for-researchers/creating-effective-cvs-as-a-researcher

Creative Attributes Framework

Ag Agility

This learning guide supports 'Agility'. Search 'Creative Attributes Framework' on arts.ac.uk to find out more.

All information correct at time of publication (July 2020)