

# ual:

careers and  
employability

# CVs

## How to guide

### Jobs advice from UAL

[arts.ac.uk/student-jobs-and-careers/get-jobs-advice](https://arts.ac.uk/student-jobs-and-careers/get-jobs-advice)

### CV workshop and 1-2-1 CV Checks

[arts.ac.uk/student-jobs-and-careers/events-and-workshops/](https://arts.ac.uk/student-jobs-and-careers/events-and-workshops/)

### For more resources

#### Artists

[artquest.org.uk/how-to-articles/artist-cv](https://artquest.org.uk/how-to-articles/artist-cv)

#### Designers

[the-dots.com/projects/cv-tips-81169](https://the-dots.com/projects/cv-tips-81169)

#### Academics

[jobs.ac.uk/careers-advice/cv-templates](https://jobs.ac.uk/careers-advice/cv-templates)

#### Researchers

[vitae.ac.uk/researcher-careers/career-management-for-researchers/creating-effective-cvs-as-a-researcher](https://vitae.ac.uk/researcher-careers/career-management-for-researchers/creating-effective-cvs-as-a-researcher)

#### Video Guides

[jobs.theguardian.com/article/how-to-write-a-cv-video/](https://jobs.theguardian.com/article/how-to-write-a-cv-video/)

#### Creative CV guide

[nottingham.ac.uk/careers/documents/students/other/creativecvguide\(1\).pdf](https://nottingham.ac.uk/careers/documents/students/other/creativecvguide(1).pdf)

#### Prospects - CV

[prospects.ac.uk/careers-advice/cvs-and-cover-letters/how-to-write-a-cv](https://prospects.ac.uk/careers-advice/cvs-and-cover-letters/how-to-write-a-cv)

#### National Careers Service

[nationalcareersservice.direct.gov.uk/get-a-job/cv-sections](https://nationalcareersservice.direct.gov.uk/get-a-job/cv-sections)

## What is a CV?

CV stands for Curriculum Vitae and is a factual document that acts as a summary of your experience, skills and education. It is used to formalise and showcase an individual's professional profile, usually in the context of applying for employment, work experience or other opportunities. Its about you but written for someone else - there is no standard CV and it should always be tailored for the recipient.

### Do

- Make sure your name is very visible.
- Include all relevant, up-to-date contact information (mobile number and a professional email).
- Include links to any online content you want an employer to see, such as LinkedIn, online portfolios, profiles, websites and social media if relevant.
- Meticulously check your grammar and spelling.
- Arrange your experience in reverse chronological order.

### Structure your CV

- Think about the hierarchy and layout of the information.
- Use concise bullet points to describe role responsibilities.
- Make sure you include a job title, company name, location and dates for each experience.
- Use sections titles such as Profile, Key Skills, Education, Work Experience and others relevant to your discipline, such as Exhibitions, Publications, Awards.
- Try to keep it to one page, maximum two.
- Consult referees before stating they are available.

All information is correct at time of publication April 2018

## 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 carefully 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 active verbs and non-generic language

Employers see a lot of CVs so articulate your skills with memorable, 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, and you should continue to work on developing your CV so it works best for you.

# NAME SURNAME

This profile is written in the first person e.g. "I am" and "I have gained". Profiles in the third person e.g. "A BA Film graduate with skills in" are less personal but equally acceptable. Find your style and use it consistently.

Location: London UK

Tel: 01234 56789

Email: [namename@gmail.com](mailto:namename@gmail.com)

Website: [www.namename.com](http://www.namename.com)

Linked in: [www.linkedin.com/in/name-name](http://www.linkedin.com/in/name-name)

## 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, 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 2014 - 2017  
Dissertation title or specific areas of research  
Live brief with industry clients etc

BA/ A-Levels – School, Country 2010 - 2014  
Short Course (*such as weekend or evening*) Feb 2015

## Professional Experience *(Highlight responsibilities & achievements that show relevant skills & strengths)*

Job title, Company name, City Location May 2016 – Feb 2017  
• Organised x, y with z outcome  
• Achieved x, y with z outcome  
• Improved x, y with z outcome

Job title, Client Name, City Location (freelance) Jan 2015 – April 2016  
• Researched x, y with z outcome  
• Created x, y with z outcome  
• Produced x, y with z outcome

Job title, Company name, City location (internship) June 2014 – Jan 2015  
• 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 dept.

Job title, Organisation name, City location (volunteer) Oct 2013 – Sept 2014  
• Supported x, y with z outcome  
• Promoted x, y with z outcome

## Awards, Exhibitions, Publications *(or Memberships/Projects/ Competitions)*

Exhibitions (solo/group) , Gallery /Open studio, Location

Residency, Location

Article/ Essay, Publication, Issue/Volume

Award, (shortlisted/ winner)

## Skills

Letterpress  
Copy-editing  
Touch-typing  
Market Research

## Software

Adobe Illustrator  
Adobe Photoshop  
Aftereffects  
Mailchimp

## Interests *(If relevant to the job)*

Photography  
History  
Chess  
Swimming