

CV Writing

Your CV should highlight how you meet the requirements for the job you are applying for. It is important to tailor your CV to a specific job and you should never send the same CV to multiple prospective employers.

What is it?

CV stands for Curriculum Vitae and is a summary of your education, work history, experience and skills.

Your CV should be split into sections that describe your talents and achievements. If you don't have a lot of paid work experience but have held voluntary positions, it is good to include them.

Personal Details: should appear in the header of the document. Remember to include your name, address, contact number and email address. Your email address should appear professional even if supplied by a free email account provider (email addresses such as sexybeast@ are not appropriate).

Personal Profile: a couple of short sentences that should summarise your skills and qualities; relevant work history and achievements and future career aims.

Employment History: start with your most recent job and work backwards. You need to include the name of your employer, dates employed, job title and main duties. Relate your skills, experiences and achievements to the job you are applying for. Keep to short bullet points and use clear, direct language.

Education and Training: provide details for any university, college course or NVQs that you have completed or are currently undertaking. Include the name of the training or education provider along with dates and qualifications achieved/studying. Also include any work related courses.

Interests and Achievements: only include hobbies and interests that are relevant to the job. Show how your interests have supported your

personal development and broadened skills that would be useful to your employer.

Additional Information: explain any gaps in your employment, state the driving licence you hold.

References: it is good practice to have two references and at least one should be a work related reference. Personal references are OK but should not be a family member.

Five Top Tips

1. Always check your grammar and spelling
2. Keep your CV to a maximum of 2 sides of A4
3. Showcase achievements and offer evidence of how targets have been met
4. Be aware that a future prospective employer may search for you on social media sites. You may want to review your public profiles to minimise any embarrassing images or comments
5. Keep it simple – it should be easy to read and have active language

What is active language?

Writing about yourself in an active language style means that you are clearly stating what action you have taken in a situation you are describing. Examples of active words are:

Achieved	Administered	Advised	Assessed
Arranged	Budgeted	Completed	Conducted
Co-ordinated	Created	Designed	Devised
Developed	Discovered	Evaluated	Examined
Increased	Liaised	Managed	Monitored
Organised	Planned	Recommended	Represented
Researched	Responsible for	Supervised	Trained

What about covering letters?

A covering letter is just as important as your CV. It allows you to express your enthusiasm and suitability for the job role by highlighting your most relevant skills and experiences. The basics of a good covering letter should include:

Opening paragraph: state why you are contacting them and grab

the readers attention by showing what you have to offer. Relate your offer to the specific job advertised or type of job role sought if you are sending in a speculative application.

Middle Paragraphs: focus on the skills and experiences you can bring to the job. Demonstrate how you meet the desired criteria. Include details that can directly relate to the company you are writing to as this will show your research on the organisation and enthusiasm for the role.

Closing Paragraph: be positive by reiterating the strongest bits of your CV for the role without being repetitive, express flexibility for interview appointments and thank the reader for taking the time to review your application.

Before submitting your application, always proofread your CV and covering letter. Try to ask someone else to proofread the documents too.

Why is it important to me?

Knowing how to best sell yourself through a well written CV and covering letter is essential to starting and progressing your career in the minerals products industry. Being clear and articulate in expressing your achievements and the transferable skills you can bring to a role will be key to understanding your own personal qualities and the career development opportunities available to you.

IQ believes that being able to write a winning CV and covering letter is important for professionals to assist in developing their overall personal effectiveness. It features on our **Skills Wheel** which captures all the key skill and knowledge areas we believe are vital to successful career development in the mineral products industry.

Where Next?

Institute of Quarrying

IQ supports professionals working within the quarrying and minerals products industry through membership and training. These factsheets are produced across a range of topics to share ideas and best practice. Further information can be found via the resources section on the IQ website www.quarrying.org.