

What is a CV?

The term 'Curriculum Vitae (CV for short) is short for a Latin term which means "the story of your life". It is a short list of facts about you, your skills, qualifications, experience and career history. When looking for a new job, is it essential that you spend time creating a good quality CV, as this will not only form the basis of many of your applications, but it is also a useful tool for understanding your key strengths and skills when completing applications or applying via telephone.



Think of it as your own personal marketing tool that provides you with the chance to sell yourself to any potential future employers. Be sure to highlight all your key achievements and successes to place create the best possible chance of securing that all important interview.

CVs are also commonly used to set the agenda for an interview. It is therefore very important that you study your CV and know the facts in detail, as you may be questioned on the contents.

When to use a CV?

A CV is typically used in the following scenarios:

A job advert specifically requests that applications are made via CV

A job advert requests that you apply in writing

You wish to make speculative approaches to companies

In all three scenarios, you should send the employer your CV together with a covering letter.

Sending a CV

A CV can be sent either by post or email. It is important however when applying for a specific job to send your CV via the method outlined in the job advert. It is also essential that your CV is accompanied by a covering letter – on every occasion in which you are sending. Your covering letter should be unique to each job application and should be tailored towards the company and job being applied for.

Permalink: <http://www.nijobfinder.co.uk/advice/cvs-and-applications/what-is-a-cv/>

David Gibbons

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Personal Profile

A motivated, adaptable and responsible Computing graduate seeking a position in an IT position which will utilise the professional and technical skills developed through past work experiences in this field. I have a methodical, customer-focused approach to work and a strong drive to see things through to completion.

Education

2009 – 2013 **BSc Computer Science (Hons)** **Aston University**
• 1st Class Degree with Professional Placement

Relevant Modules:

- Professional and Social Aspects of Computing (73%)
- Data Modelling and Database Systems (59%)
- Understanding Information Systems (93%)
- Information Security (67%)
- Human-Computer Interaction (80%)

2007 - 2009 **BTEC National Diploma in IT** **Hall Green College**
• Triple Distinction*

2000 – 2007 **Bournville Secondary School**
• 8 GCSEs at grades A*–C.

Work Experience

2008 – Present **IT Manager** **Maplins**
• Mentoring and training new IT staff;
• Researching, installing and configuring new computer systems;
• Ensuring that all relevant licensing laws are adhered to;
• Keeping up to date with the latest technologies.

Oct 2003 – Jun 2008 **IT Support Officer** **Ladypool Warehouse Ltd.**
• Provided extensive IT support to internal and external stakeholders;
• Installed and configured computer hardware operating systems and applications;
• Monitored and maintained computer systems and networks;
• Resolved, diagnosed and solved network problems and relevant software faults.

Jan 1999 – Sept 2003 **IT Admin** **West London Council**
• Produced Requirements Documentation (diagrams and workflow);
• Maintained the computer network and information systems.

1996 – 1999 **Various jobs** **Retail (sectors)**

Hobbies and Interests

I enjoy reading non-fiction books, solving puzzles and socialising with friends and family.

Referees

Mrs Saima Khan
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