

Cheshire West & Chester Council

Module One:

CV Health Check



Cheshire West
and Chester

CV Health Check Content:

1. What employers are looking for on a CV
2. Write an attention grabbing CV
3. Increase your employability factor
4. Review your current CV and where to get support

Introduction to CV Health Check

Your CV may be the most important document you own, so it's essential that it stands out.

The **job market** is extremely competitive and the quality of your CV can be the difference between landing you an interview and landing in the bin!

On average, it takes an employer **30 seconds** to decide whether or not they like your CV.



What employers are looking for on your CV:

A Match

Foremost, employers are looking for a match between the applicant and the job they are advertising so you need to use all your content to demonstrate this match. Use the Person Specification as your guide to structure narrative matching what you can do to what is required

Honesty

Employers want accurate information about you and your history so be honest with your CV. Don't leave any unexplained gaps in your employment history

What employers are looking for on your CV:

Technical Competency

Most positions require certain skills that are advertised on the job advert. If the employers needs you to perform certain tasks then you should have these skills and be able to demonstrate them using examples from past experience. Improving your skills along the way is also expected.

Work Ethic

Demonstrate the right attitude. Be at work on time, do what you were hired to do, meet targets and deadlines and work to the best of your ability. What more could an employer ask?

What employers are looking for on your CV:

Flexibility

Employers and their employees need to react quickly to changing business conditions. Employers need employees who can change gears and adapt as required. Use examples to demonstrate your flexibility.

Determination and Persistence

Managers will give employees challenging goals but generally they are achievable. The key is to be able to work hard and keep moving forward when you encounter obstacles.

What employers are looking for on your CV:

Ability to Work in Harmony with Co-Workers

Employers and managers like to have people who can get along with their colleagues and who can work with others effectively in different circumstances.

Eager and Willing to Add to Their Knowledge Base and Skills

As businesses change, there is often a need to find out new information, expand knowledge and explore new ways of doing things. People with an interest in learning, and a willingness to pass it on to others, become invaluable.

What employers are looking for on your CV:

Problem-Solving Skills

Companies are looking for people who are motivated to take on challenges with minimal direction. Employees should see when something needs to be done and react accordingly.

Loyalty

Employers want and need to be able to trust their employees, to work professionally and to meet the employer's best interests.

Write an attention grabbing CV

- Choose a clear, attractive layout and present your information clearly, logically with no spelling/grammar mistakes
- Provide a CV that uses the key words employers are looking for to get their attention:
 - Improved
 - Delivered
 - Reduced
 - Managed
 - Achieved
 - Developed

Write an attention grabbing CV

- Send a cover letter with your CV that clearly demonstrates you understand the skills needed for the job and provide examples of where you have used these skills
- Make sure you've asked permission to put people as referees and they will say positive, appropriate things about you if asked
- Show good communication skills throughout your CV; keep it simple and have a clear, easy to read structure
- Have examples to demonstrate how you learned something or how you solved a problem in a previous position and demonstrate experience that matches to the job you are applying for.

Write an attention grabbing CV

- Keeping your CV simple is crucial if you want to get your job application to progress to interview stage
- Provide a pleasant reading experience
- Keep a professional look, remember first impressions count
- Make good use of the space

Increase your employability factor

Employability skills are core skills and traits needed in nearly every job.

They are the skills & qualities that make someone desirable to an organisation



Increase your employability factor

Employability skills include soft skills that allow you to work well with others, apply knowledge to solve problems and fit into any work environment.

They also include professional and technical skills that enable you to be successful in the workplace.

These are also seen as **transferable skills** because you can apply them to a job in any industry.



Increase your employability factor

Types of employability skills that you must include in your CV:

- Communication Skills
- Teamwork
- Digital Skills
- Customer Service Skills
- Ethics – a broad category that refers to your principles



Review your current CV

- One size does not fit all! CVs must be tailored to the job you are applying for.
- Getting an in-depth review of your CV is important and will include insights on the visual presentation and organisation of your CV, as well advice on the content of the CV itself

Review your current CV

- Ask a friend/colleague to proof read
- Contact the National Careers Service <https://nationalcareers.service.gov.uk/> who have local advisors in this area and book a FREE appointment
- Contact your local Work Zone who can give you advice on how to improve your CV
- So there really aren't any excuses not to get your CV up-to-scratch

Review your current CV

- **Chester Work Zone – 01244 972028**
workzonechester@cheshirewestandchester.gov.uk
- **Ellesmere Port Work Zone – 0151 356 6667**
epworkzone@cheshirewestandchester.gov.uk
- **Northwich Work Zone – 01606 288540**
workzonenorthwich@cheshirewestandchester.gov.uk
- **Winsford Work Zone – 01606 288901**
winsfordworkzone@cheshirewestandchester.gov.uk

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Thank you
and
Good Luck



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