

THE CV

The reverse Chronological CV is suitable for most situations. It lists education and work experience in reverse date order (most recent first). Evidence of skills and achievements are built into the CV against the relevant experience.

Format and Structure

- Most UK CVs should be two A4 sized pages, unless otherwise stated by the employer.
- Your best selling points should always come first within a section.
- Allocate space according to importance to the job for which you are applying – expand on areas of relevance.
- You can draw the recruiter's attention to relevant experience by grouping it together under an appropriate sub-heading eg Legal Work Experience, Financial Work Experience, Scientific Work Experience, Technical Work Experience or Relevant Work Experience.
- Use headings which best describe the content of the section. Adapt the headings to fit your needs eg Awards and Achievements, Positions of Responsibility and Achievements.
- Putting lines between sections and the use of boxes or tables with lined borders can clutter up your CV making it difficult to read. Tables without borders can be useful for formatting neatly in columns.
- Use a standard font that is easy to read and looks professional. Use the same font style throughout.

Style

- Keep sentences short and precise.
- Bullet points can look effective and help you to write short, dynamic sentences. If you want to use paragraphs keep them short.

Content

- Must be tailored to the requirements of the reader. What skills and experience are they looking for?
- Spelling and grammar are very important; do not rely on spell checks.
- Personal profiles are optional; they are best suited to speculative applications or in circumstances where you are not using a cover letter.
- All skills claims must be backed up by evidence.

Structuring your examples - the CAR Model

Context – What was the situation – keep it brief, but specific.

Action – What did YOU do? What was your role? What actions did you take? Use action words.

Result – What was the outcome? What did you achieve? What was improved? Qualify and quantify.

References

Unless otherwise stated, provide names of two referees. These will depend on the role, your circumstances and what has been requested. More on references:

www.manchester.ac.uk/careers/students/applicationsinterviews/af/references

THE COVERING LETTER

When sending a CV, you need to include a covering letter. The covering letter is your personal sales pitch, where you introduce yourself as a candidate and discuss why you want the job. It should be professional and business like in style and layout. In brief it should cover:

1. Why you are applying to this company? - What makes them stand out from other similar companies?
2. Why you are applying for this role? - Your motivation for applying, show your understanding of the role.
3. The skills and experience you have that match the job description.

Covering letters should be tailored for each job. If you cut and paste the company name and use the letter for any other employer, your letter will not convince the reader that you want to work for them. Even the least experienced recruiter can spot a 'mailshot' at a glance!

We provide advice on transport and other policy areas to central, regional and local government, agencies, developers, operators and financiers.

What are we looking for?

Degree Disciplines

For our Spring 2012 Graduate Recruitment Programme we are looking for applications from people who have a minimum 2:1 first degree or have a Master's or PhD in a relevant subject.

We look for a good mix of candidates and recruit from a range of disciplines that fit with our technical skills areas. These are outlined below:

Transport Planning	Traffic Engineering
Economics	Geography
Mathematics	Statistics
Numerate Sciences	Operational Research
Urban and Regional Planning	Civil Engineering
Transport Management	Computer Science

Key Competencies

Whilst academic achievements are important, they are not the only criteria used to assess your suitability for a role with us. We have identified eight key competencies that underpin our core behaviour. We believe that our graduates must have, or be able to develop these core competencies in order to succeed with us. They are as follows:

- **Client Focus** Understand clients' wider business needs, identify opportunities and clarify project objectives
- **Communication Skills** Share information appropriately and offer advice clearly, accurately and persuasively
- **Personal Development** Apply and develop oneself with energy, enthusiasm and adaptability aligned to business needs
- **Working Collaboratively and Developing Others** Collaborate effectively, contribute to high team performance and assist others to develop to their full potential
- **Planning and Organisation** Plan and organise work to meet objectives to quality, time and budget
- **Identifying and Delivering Solutions** Identify issues, devise solutions that meet a client's particular needs and reach appropriate conclusions and make recommendations
- **Technical Expertise** Develop and apply methods, techniques and tools
- **Commercial and Business Management** Promote our firm's success and safeguard its commercial interests

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Education

2009 - 2012: BSc (Hons) Geography 2(i), The University of Manchester

- Modules including: Economics, Planning and landscape, Cities and consumption, Spatial thinking with GIS and Remote sensing in action.
- Career Management Skills – Group business project with a local charity examining usage of bus services by disability concessionary pass holders. Responsible for survey design and statistical reporting.
- Dissertation: A Review of Tendered Bus Services in Cheshire. Examined the importance of services to their users, the level of quality provided by operators and the extent to which Cheshire County Council were achieving value for money from their financial support.

2002 - 2009: Swansea Grammar School

A Levels: Geography (A), Economics (A), Biology (B), General Studies (B)
GCSEs: 8 including Maths & English at grade C and above.

Work Experience

July /Aug 2011 MVA Consultancy, Manchester - Summer internship

- Worked as part of a team developing a Cube Voyager transport model used to support a business case for investment in bus priority measures.
- Carried out site visits to review the operation of key junctions and then assisted in the presentation of proposed changes to a client.
- Prepared survey questionnaires to identify commuters' travel patterns, carried out a pilot survey to test the questionnaire and then analysed the results using SPSS.

2010-2012 Open Day Assistant, The University of Manchester

- Led tours of prospective students and their parents around the campus explaining the facilities and promoting the University.
- Promoted to Group leader, briefed new guides on routes and monitored tours to ensure they ran successfully.

2008 – 2010 Sainsbury's Supermarket, Swansea - Sales assistant (Vacation job – summer and Christmas periods)

- Assisted with deliveries and organising the chilled storage warehouse, when the manager was on leave.

- Staffed checkout and customer service areas at peak times and received commendation from my line manager for my calm and efficient dealings with difficult enquiries and stressed customers.
- Trained 3 new members of checkout staff.

Positions of Responsibility

2010 - 2011 Reachout - Mentor

- Awarded Mentor of the Year 2012 for doing over 100 hours of volunteering.
- Established a mentoring relationship with a high school student from an inner city school who was interested in applying to University to study Geography. Met weekly throughout the school year to offer support and encouragement.
- Managed a summer programme of training junior mentees and supervised pupils involved in group activities.

Additional Skills

Information Technology skills

- Proficient in the use of MS Word and PowerPoint for report writing and presenting.
- Excel and SPSS to manipulate complex data sets and present statistical information.

Languages

- French - basic conversational.
- Italian - beginners.

Activities and Interests

2010 - 12 Social Secretary RAW - University of Manchester Rock Soc.

- Organising welcome week orientation events and concerts at a variety of locations on campus. This involved negotiating directly with record and management companies and liaising with security and technical staff at venues.
- Managed a team of six volunteers marketing and promoting events across campus and the wider area using social media plus traditional flyers and posters.

For fitness and relaxation I enjoy the gym and swimming.

Other interests include palaeontology and geology. I am currently taking Italian evening classes.

References available on request.