



CAREERS EVENT

2016 19th January ~ 6-9 pm venue : Anise Gallery LONDON

6:00 Registration and refreshments 6:30 Welcoming and Introductions 6:45 Tips on conducting yourself at an interview 7:00 Speed careering (6 no of 5 minute sessions per person) 7:30 CV reviewing sessions available to those who complete the speed careering 9:00 Home with new insights and skills

Pre-booking required (Event for Students and Trainees) via : [Eventbrite.com](https://www.eventbrite.com) : "NAWIC (LDN & SE) Careers Event" or email nawicldn@nawic.co.uk

anise
gallery*



With your **CV** you are providing **THE EVIDENCE**
that demonstrates you are the right candidate for the job.

TOP TIP:

Think about it as a “**data gathering exercise**” for the next stage:
the interview.

Although the cv **can help you identify areas of weakness** to work on,
you should not let it bring you down.

You CV is not a fixed document
you are ALWAYS building on it and make it better through each experience.

REMEMBER:

The cv is **not about right or wrong** answers;

It is a tool to match you to the job you want.

Introduction:

Often **the first thing the recruiters see**, even before the covering letter,
the introduction segment of your CV is **the first impression** you create.

Don't expect them to invest time understanding whether you are the right candidate.

Be clear and concise

to **help the reader see** your potential.

TOP TIP:

Read carefully the job advertisement and **select key words**.

Then **relate them to yourself** and your skills.

EXAMPLE:

Name:

Title: (**professional**, not personal)

Contact details:

Profile (1)

Technical skills: (2)

-
-
-
-

Personal skills: (3)

-
-
-
-

Computing skills: (4)

-
-
-
-

(1)

In **Profile** you **introduce yourself** in one sentence or short paragraph.

It's a chance to **clarify** typical doubts:

Fully qualified or not

Years of experience

In possession of ... **license**

(licensed **to work in the UK** in your profession)

Languages

Driving license etc...

(2)

Technical Skills (max of 4)

Here you write one liners such as :

Experience in ... **type of frameworks/ sectors**

Private, public

Planning...

Strong **technical knowledge** in areas related to ...

off site manufacture,

BIM etc

Building regulations

British Standards ...

Research and development of :

code of practice

typologies etc

(3)

Personal Skills (max 4)

This section helps **understand how you would fit in their existing team.**

It is therefore important that you show who you are

Are you a **big picture** or a **detail** person?

Do you work better as part of a **team** , **independently** or **both**?

Have you **worked with** or **led** a team?

How do you **communicate**?

(4)

Computing Skills (max 4 , you can **use categories**)

Graphics

CAD

Specialist

Office / Admin i.e

Each profession requires different ones, so **please tailor** to the job requirements

Make sure that if you **don't overlook** your :

social media engagement,

internet browsing,

BIM environments,

Document control systems

and other tools that could be useful for the job you are looking at.

If your job does not require computer skills, you might want to consider the equivalent

Detailed Professional Experience:

This section looks at the **companies** you have worked at,
your **roles** and your **involvement beyond** the job description.

It also shows the **type of projects** you have participated in
their **scale** and the **type of clients** and **sectors**

TOP TIP:

Create a section for **additional roles and responsibilities**
to **showcase** those tasks that don't fit within your job description

EXAMPLE:

Detailed Professional Experience:

Your Job description, Company, Town , Period of Employment (1)

Job specifics (2)

Additional roles/ responsibilities (3)

Relevant Projects (4)

(Repeat as many times as necessary)

(1) General details in a single line, spelled correctly

(2) **Job specifics:**

List **what** is it that **you do, under your** contracted **role**, separated with comas. i.e.

Design Development, Reviewing Working Drawings, Product Research, Installation of Specialist Plumbing Equipment, Measured Surveys, Archiving... or as relevant

(3) **Additional Roles / Responsibilities**

List **relevant items** to the job application that are **beyond your job description:**

Organising CPD, H&S, Office library, Bid preparation, Mentoring of junior members of staff ... or as relevant

(4) **Relevant projects:**

Choose **key projects** that you are happy and confident to talk about.

List the following informations separated by a coma:

Your Role,

Our role in a particular project does not have to be the **same as our job description.**

(You might have been given special type of responsibilities o task.)

Project name, Town, Period of Your Involvement, RIBA Stages , Client, Budget, Scale in sq m, Type of Project, (Commercial, Residential, Educational, Public, Private...)

Following the factual list, **write a sentence** or small paragraph **highlighting something unique.**
i.e.: Sustainability, Prefabrication, Building Management System, BIM etc...

Education:

This section looks at the **training and education** you have received.

If you don't have a lot of experience you can emphasise key areas of your education and training and change the order (from experience/education to education/experience)

TOP TIP:

Don't overlook the **training** that has taken you to where you are:

Conferences, computer skills courses, health and safety or First Aid qualifications etc

Remember to highlight areas of interest/expertise that could be valuable

to the company you are applying for.

(They will be looking for reasons to employ you, make it easy)

REMEMBER:

Unless you achieved a really high mark and want to highlight it,

if you have been working for over three years, your marks may not be relevant.

EXAMPLE:

Education:

What did you study, Which University/ College/ School, Town, When

Project/ practical experience:

Thesis/ case study:

(if you don't have a lot of practical experience, case studies , research and projects are often useful to demonstrate your interests and abilities , so don't underestimate them)

Results:

Extra curricular activities:

(repeat as necessary)

Further training (here you can add any extra courses you believe to be relevant)

What did you study, Where, Town, When

Course:

(repeat as necessary)

Other Sections:

This section completes the picture.

TOP TIP:

If you are **unemployed** and/or **out of school/ training**, consider **how else you can build your CV** :

Enter **awards / competitions**

Join organisations that relate to your industry

Volunteer

You will **increase your network**

access people that can **help** your career

broaden your experience and

improve your cv

Write a blog that showcases your expertise

we **no longer need permission** to publish

REMEMBER:

Personal growth and development in adversity

show resourcefulness and strength of character.

EXAMPLE:

Awards

Name:

Title: (describe in one line)

(repeat as necessary)

Publications/ online portfolio

Where:

Title: (describe in one line)

(repeat as necessary)

Volunteering

Where:

Title/ Role:

responsibilities: (describe in one line)

(repeat as necessary)

Referrals

Available on request.

If you have them you can add the names and contact details here.

TOP TIP:

Create a LinkedIn profile today

Reach out to people you have studied, worked and collaborated with

(teachers included)

Ask those who have been happy with your performance to endorse your work

Attach your endorsements to the back of your CV

Endorse, in a professional manner, those who you have enjoyed working with

(The way we treat others reflects on who we are)