

UCFB



Work Experience Week

Workbook

How to create a CV

CV workshop workbook

Task 1:

Find 3 job specifications for the style of entry role you would be interested in. Keep them to one side for working on your personal statement and use the key skills and person specification as a guide of what to include in your CV.

Notes to include:

Task 2:

Take time and work on your Personal Statement. Remember that it has to be relevant to the skills needed for your chosen job.

Use your Job Specifications as a basis for your statement so you can focus your CV towards your chosen role.

NB: Let's look at the example job spec. Do you have experience of the essential skills? If not how can you get this before you finish for the summer?

Waiter role job specification:

Las Iguanas Manchester

Listed as a Times Top 100 Best Company to Work for, 2019, at Las Iguanas our people and their happiness is our key ingredient to our recipe for success!

We are looking for a **knowledgeable and charismatic Waiter/Waitress** to join our Latin carnival everyday celebration! Let's start with the best bits.. .

With Las Iguanas you'll get: Infinite incentives and rewards for team members including all expenses paid trips to Rio de Janeiro and Cuba. Company discount of 50% on food & drink. A Latin American menu that is rare in this industry, boasting over 85% fresh food and some incredible Cocktails. Your chance to attend the famous Iguanas Awards ceremony. We are all about progression and development to help you get to where you truly want to be. Apprenticeships available.

Not only will you be **providing excellent service**, but you will also be that crucial cast member who represents our exciting and authentic Latin American menu. This is why we are **looking for conscientious servers that truly love what they do**, offering **exceptional hospitality** all day every day.

As a waiter/waitress you will be an **expert at reading your guests, managing their expectations and making their visit a special one**. This is a fast-paced role, where you will need to **manage your own section, work as part of a bigger team and think on your feet whilst maintaining company standards**. We want you to bring the very best of yourself to work. **Working weekends, some split shifts and late nights** is often challenging, but how often is it that you can have a carnival at work?

Due to the high volume of alcohol served by our front of house team, unfortunately, **applicants need to be 18 or over**.

Task 3:

Take time to start a cover letter.

Treat this like your personal statement, make it relevant to your job application and the company you are applying for. Remember do your research and reference key information.

Don't be shy, if you're talented at a skill tell them.

Notes to include:

Cover letter structure guide provided by prospects.ac.uk:

Laura Markmann
114 Grove Way
Anywhere
LK2 4WP
lmarkmann99@gmail.com
07575432432

Sharon Grenfell
Regional HR manager
Big Stores Ltd
Big Stores House
Hawthorn Way
PX19 4KJ

15th April 2019

Dear Ms Grenfell

Re: Store Assistant role

I am writing to apply for your store waiter role advertised on the [Prospects.ac.uk](https://prospects.ac.uk) website. I am enclosing my CV. As you will see, I spent time on placement at Big Stores Ltd.

I have just finished my A levels which included modules on business communication, marketing communication, communication theory and social media. This gave me an insight into the way language can be used effectively to different audiences to convey a particular message. I feel this will be valuable when dealing with customers.

As you can see from my CV, I had a weekend/holiday job in a local nursery and garden centre for more than two years. From this I gained skills and knowledge including:

- customer service (including dealing with complaints)
- business awareness
- ability to work indoors or outside in all weathers
- willingness to take on any task needed for the business

Throughout school I played for various sports teams as well as local cricket and rugby clubs. I remain committed to these sports and now play for university teams. I feel this involvement has developed my:

- commitment and reliability in turning up for training and matches
- time management so I can play sport at a high level alongside my studies
- resilience in working through the defeats and striving to improve
- ability to work with others to achieve a common aim

I'm also very interested in motor sport. As well as spectating, I contribute to a national motor sports blog. This demonstrates my written communication skills by contributing to a national forum to be read by all ages. I also liaise with blog moderators to agree content which helps to improve my verbal communication skills.

I look forward to hearing from you.

Yours sincerely
(Sign your name here)

Laura Markmann