

ACTIVITY 1

INFORMATION GATHERING

This activity can also be found on page 21 of *You're Hired! Standout CVs*, written by Corinne Mills and published by Trotman in 2023.

The lists and questions below help you gather the factual information you need for your CV and application forms,.

CONTACT DETAILS AND INFORMATION FOR YOUR CV HEADER

Name (use one consistent name across all applications)	
Location (e.g. postcode, town or city)	
Mobile no.	
Personal email address	
LinkedIn or website link (optional)	
Legal right to work in the country (if from an international background)	

CAREER HISTORY

Start with your most recent career experience and work your way backwards. At indigo.careers/standout_CVs there is an 'Additional Career History' form you can download and complete for each of the roles you have undertaken.

Dates of employment	
Name and brief description of company (e.g. size, products or purpose); include anything impressive about the company (e.g. award-winning, quality kitemarks, well-known brands).	
Your job title, key duties and responsibilities (i.e. what you actually did, rather than your job description).	
What did you learn (e.g. knowledge and skills) during your time there?	
What IT, technology systems or other equipment did you use?	
Why did your role matter, and how did it help the organisation?	
What were you proud of achieving? What were your successes?	
Who were your customers? How did you work with them?	
Who else (e.g. technical specialists) did you communicate with and how?	
Did you have any people responsibilities (e.g. recruiting, training, mentoring or managing staff)? If so, who, what and how many?	
Did you have any financial responsibilities (e.g. budget management, keeping costs low)?	
Did you work on any projects? If so, what did you do, what were the aims and were there any positive outcomes?	
How did you help reduce organisational risks (e.g. ensuring compliance or spotting errors)?	

AREAS OF KNOWLEDGE AND EXPERTISE

What do you know about? This information can be drawn from your employment experiences, studies or outside interests.

When have you shared this knowledge (e.g. advising others, presentations, thought leadership)?

INFORMATION TECHNOLOGY (IT) AND TECHNOLOGY SKILLS

IT and technology capabilities (include all capabilities – e.g. Powerpoint, Sage, html – and competency level: basic, good, excellent).

EQUIPMENT HANDLING

What equipment have you used and know how to handle (e.g. security or retail systems)?

PROFESSIONAL MEMBERSHIPS

Professional body (e.g. Association of Chartered Accountants) and membership level.

TRAINING AND DEVELOPMENT

What training or development you have undertaken or are currently undertaking (include dates, which can be approximate)?

VOLUNTARY AND COMMUNITY WORK

What voluntary or community activities have you been involved in (include dates, which can be approximate)?

VOCATIONAL QUALIFICATIONS

Qualifications you have achieved that are industry related or recognised by professional associations (e.g. certificates, diplomas, NVQs, apprenticeships, degrees or postgraduate training); include date achieved, and any other relevant information, such as grade.

ACADEMIC STUDIES

University or college education.
Include course title, date, grade and any modules or activities that are relevant to your current field (e.g. consumer psychology).

Student activities.
Were you involved in any activities that show you in a positive light, e.g. being elected course representative, helping with student welfare or being awarded a prize for academic achievement.

Secondary school education (NB You'll only need to include this if you have less than five years' work experience or perhaps to prove your English and Maths skills if you don't have a higher qualification).
Include qualification (e.g. GCSE or A level), grade and date achieved.

Extra-curricular activities.
School-leavers should make a note of any extra-curricular activities you were involved in at school that show off your capabilities (e.g. being a school prefect, Duke of Edinburgh scheme, business challenges or voluntary work).

HOBBIES AND INTERESTS

What are your interests outside of work?
Optional, but they can add more personality to your CV, especially if you are early in your career or they show you in a positive light (e.g. sports or conservation work).

ADDITIONAL INFORMATION

Any other personal information that may be of interest to an employer (e.g. driving licence, languages, personal achievements).

REFEREES

Two referees that you can share with the recruiter once you have been offered a role. Include name, job title and working relationship to you, and contact details (email and telephone).