

30 Second CV Exercise

Employers receive a huge number of applications, particularly for entry level jobs. This means that often employers don't have time to read each one in great detail.

This exercise is aimed to help you get through the first sift of CVs. You need to clearly demonstrate you have what the employer is looking for. Use this approach every time you apply for a job.

Key factors & competencies the employer is looking for e.g. Knowledge, Skills, Experience.	Your evidence to demonstrate how you meet these (from any area of your life – not just work/study).
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Sources of support

- The University of Cumbria Careers and Employability Service is here to support you during your studies and for up to three years after you complete your course – www.cumbria.ac.uk/careers.
- Email careers@cumbria.ac.uk for application advice, feedback on your supporting statement, to book an appointment or to book a mock interview.

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