

GET



UNIVERSITY
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Guidance & Employability Team

“GET works with you to plan for your career success and provides you with advice on further study opportunities.”

CV writing techniques for Graphic Design and 3D Digital Design

Careers - JobShop - Mentoring - Volunteering

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Graduate Jobs

- 320,000 graduates
- 130,000 UK graduate-level vacancies
- (80,000 of last year's graduates still looking for suitable employment.)

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www.prospects.ac.uk

The screenshot shows the Prospects website interface. At the top left is the Prospects logo with the tagline 'the UK's official graduate careers website'. To the right is a 'Login to My Prospects' section with input fields for 'Email address' and 'Password'. Below the header is a navigation menu with categories: 'Careers advice', 'Jobs and work experience', 'Postgraduate study', 'Job sectors', 'Student life', and 'Internships'. A search bar is located below the menu. The breadcrumb trail reads: 'You are in >> Home page > Careers advice > Options with your subject > Graphic design - Job options'. The main content area is titled 'Graphic design Job options' and features a section 'Jobs directly related to your degree' with two bullet points: 'Graphic designer - communicates visual messages and ideas, mainly in 2D, but sometimes in 3D. May work on a variety of paper-based documents or on the web and with other interactive media. Works to a client brief and needs to come up with ideas and results speedily, often juggling several different accounts or commissions.' and 'Advertising art director - creates or directs the production of visual images to promote client products. Uses pictures.' To the right of this section is a 'More in this section' sidebar with links: 'Your skills', 'Job options' (highlighted in red), 'Career areas', 'Further study', and 'Contacts and resources'.

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Graduate CV

Do's	Don't
2 pages	Too long, too short
Match the job requirements	No evidence of "fit"
Impressive degree details	Spelling mistakes, grammatical errors, sloppy formatting
Relevant experience	Not match the job requirements
Extracurricular information	Not leverage your HE experience
Be unique, captivate!	Provide no sense of who you are and what you want

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Name Surname

Address Telephone E-mail address

Personal Details

Education

Date (start – end)

University, Course, Qualification

Subjects or Modules studied, dissertation, other projects

Date (start – end)

School / FE College

A Levels (grades) / Other qualifications

GCSE (grades) / Other qualifications

Education & Qualifications

Work Experience

Date (start –end)

Company Name, Job Title

Main responsibilities: Quantify your statements

Skills gained: (give examples do not just list communication, team work, problemsolving, etc.!) Make sure you mention any significant achievements.

Work Experience

Skills & Achievements

Languages (level)

IT skills (be specific)

Other skills relevant to the job

Any community work/extra curricular activity/positions of responsibility/awards

Other

Interests and Hobbies

Think carefully about the mix and make it interesting

Show commercial awareness through sector specific activities

References available on request

References

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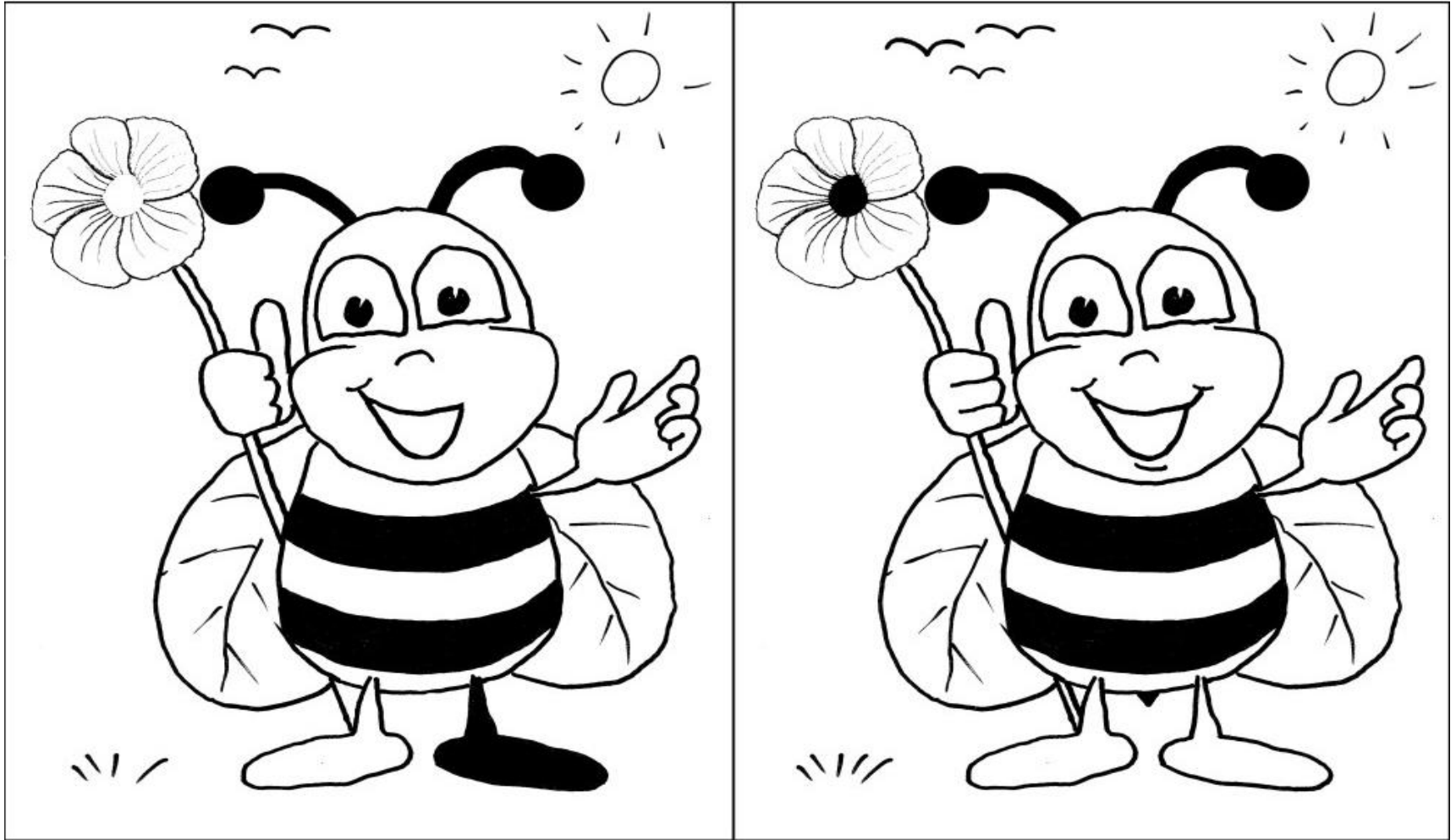
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cv Headings

Relate

Demonstrate

Captivate



Match the job requirements!

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Education
Qualifications

Do

Full dates (start – end)

Most recent first

Full degree title

Degree classification or progress so far

Courses and modules

Placement information

Special projects

Dissertation details

Do

Dates (recent)

Relevant

Relevant skills developed

Level of responsibility

**Achievement orientated
(results of your actions)**

Special projects

Voluntary Work

accessed
accomplished
achieved
acquired
acted
adapted
administered
advised
analysed
anticipated
applied
appointed
appraised
arranged
assessed
assisted
attained
attended
budgeted
calculated
cared for
categorised
checked
co-ordinated
coached
collaborated
communicated
competed
compiled
completed
compounded
condensed
conducted
consolidate
constructed
consulted
contributed
controlled
convinced
co-ordinated
coped
created
dealt

developed
devised
diagnosed
discovered
edited
effected
eliminated
enabled
encouraged
enthused
established
evaluated
examined
exercised
expanded
explained
explored
facilitated
formulated
founded
gained
generated
handled
headed
helped
identified
implemented
improved
improvised
increased
influenced
initiated
installed
instructed
interacted
interpreted
interpreted
investigated
judged
learned
led
liaised
maintained

negotiated
observed
operated
organised
participated
performed
persevered
persuaded
planned
prepared
presented
prioritised
processed
produced
proposed
provided
questioned
ran (an event)
recommended
recorded
recruited
reduced
referred
reorganised
reported
represented
researched
restored
reviewed
scheduled
set up
shared
simplified
sold
solved
succeeded
supplied
supported
tested
took responsibility
trained
used
wrote

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Technique



Context

Action

Results

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RE-Design

(every time you apply for a job!)





Job Title **Graphic Designer**

Posted 15/02/2011 (14:51)

Agency/Employer [First Recruitment Services](#)

Description Our client is seeking a Graphic Designer to join its expanding team. This is a perfect opportunity for an **enthusiastic, creative and motivated** person, looking for that next step in their career.

You should have experience and a **degree in Graphic Design** (or similar qualification). The ideal applicant should also have a **passion for magazine layout and typography** and be able to demonstrate their skills if required. You must be **Mac literate** with an excellent working knowledge of the **Adobe Creative Suite** and **Microsoft Office**.

You should have great **communication skills**, be **flexible** and a **team player**, but be happy to work under your own instruction when the department is busy on deadline.

Marlene Marousek
Bromley Road 189
London
SE6 2PG
07552746189
e-mail: marlene.marousek@gmx.at

Allison Parrin
EMEA Recruitment Manager
Google UK
Bressenden Place
London, SW1E 5DU

2nd March, 2010

Dear ~~Mrs Parrin~~,

Re: Google Summer Internship

I am writing to apply for a summer internship position that was advertised by the University Career Service. I am currently studying Advertising and Marketing Communications at the University of Greenwich in my second year.

Through my theoretical background I have a great interest in Marketing, and working with you, as one of the leading online marketing companies, would give me the opportunity to broaden my knowledge especially into the field of technology. I have already worked in several industries, both full-time over the summer and part-time in addition to my studies, where I gained an insight into different company cultures. I really enjoyed working as part of a team, contributing towards a common goal. All of my skills are supplemented by my excellent language skills in English and German and basic knowledge of Spanish.

I know that working with your company could give me an interesting insight of how advertising is implemented through the Internet; not only from an academic viewpoint but more importantly it shows a practical approach. With the financial situation at the moment, I firmly believe that businesses need to rethink their marketing approaches, on the one hand because they might not be able to afford a big budget for marketing, and on the other hand because consumers might be rethinking their buying behavior. Google takes a different and successful approach to all this and I would love to learn more about it.

I look forward to hearing from you.

Yours sincerely,

Marlene Marousek

Enc CV

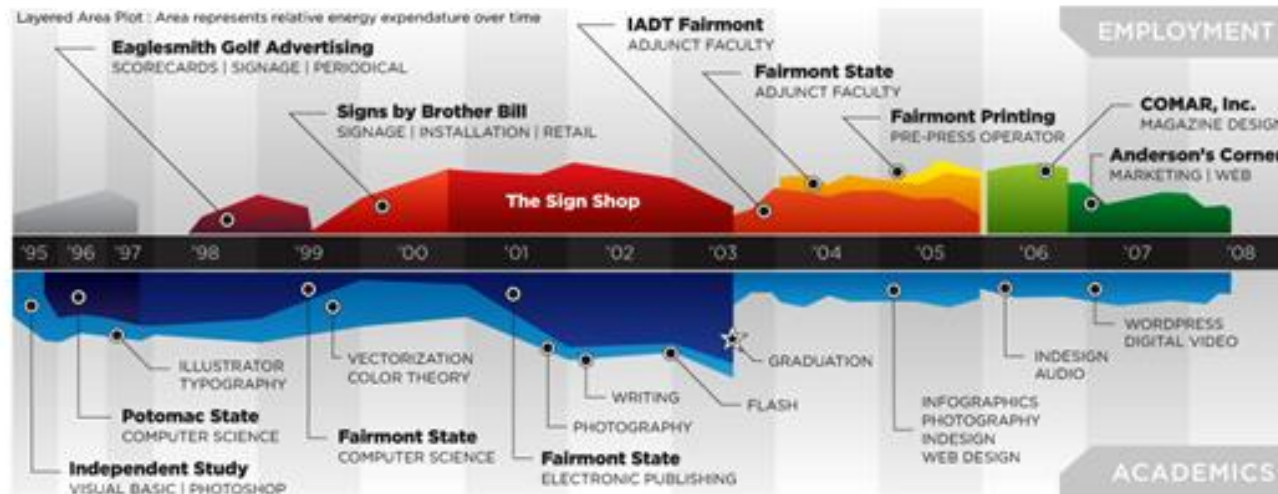
Relate

Demonstrate

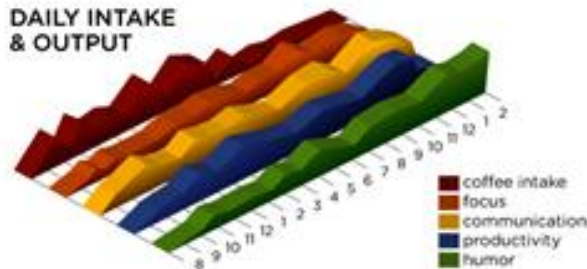
Captivate

Michael Anderson RÉSUMÉ / INFOGRAPHICS

theportfolio.ofmichaelanderson.com
lunyboy@yahoo.com | 304-382-5145
HC 63 BOX 2340 | ROMNEY, WV 26757



DAILY INTAKE & OUTPUT



PRIMARY SKILL SETS



- a. Digital Photography, Photoshop
- b. Layout, InDesign, Typography
- c. Illustrator, Vectorization, Signs
- d. Flash, Animation, Scripting
- e. Web Design, Wordpress, CSS
- f. Copywriting, Editing, Research

Pie slice # represents % personal time investment. Height indicates approx. professional deployment.

<http://www.creativepool.co.uk/content.php?url=employee/creating-online-portfolios.php&mnu=145>

How do I make a web based portfolio?

You have 3 main options when putting together an online portfolio. Many people utilise all of them or have multiple sites dependant tailored to different parts of their skillset or goals. Each of them has a different purpose and you can leverage them for different reasons.

Job sites and online portfolio sites

For job sites and online portfolio sites such as [creativepool](#), the setup of these is a must for all designers. It costs you nothing and you are practically walked through the process. A lot of employers and recruiters will use these and they are a good source of jobs in the marketplace. However, you do not have a lot of flexibility in what is displayed and the profile page itself is generally standardised for recruiters and employers needs. Three other sites worthy of note are the quark run [i love design](#), the stylish [carbon made](#) and the art based [deviant art](#)

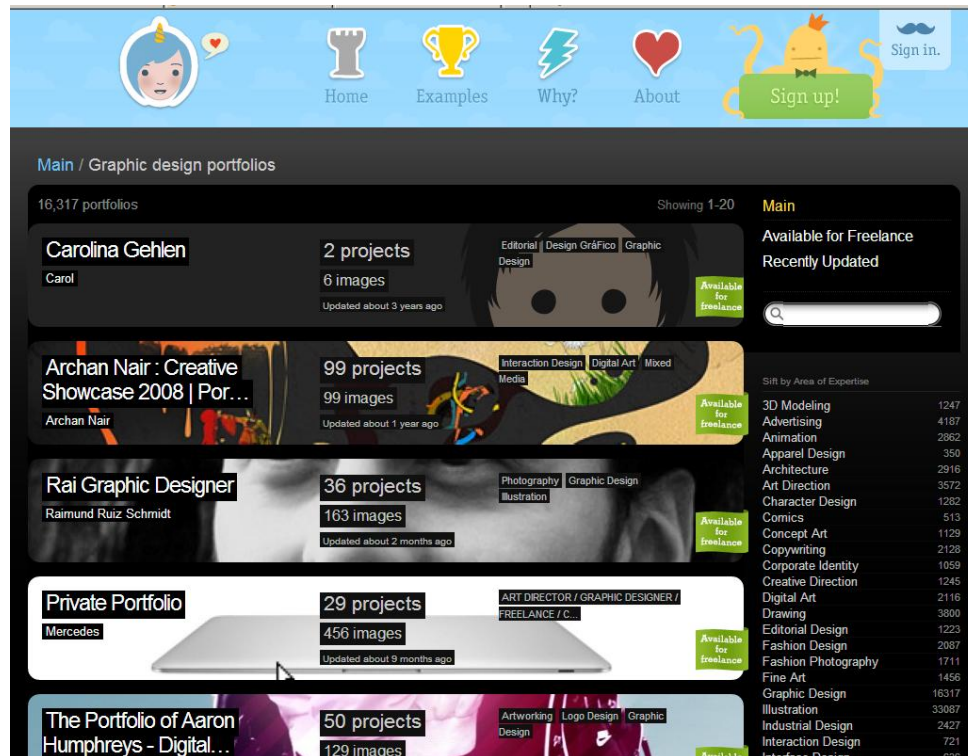
Blog

These give you a bit more flexibility than the standardised portfolio sites and usually include different layouts, customised URLs and the like. For those of you with limited web technology experience, then this is a good bet. Three examples of this are [wordpress](#), [blogger](#) and [squarespace](#).

Your own site

For the adventurous. Designing for the web for those of you from a dtp or graphic background falls quite neatly in the "not that easy" bracket. You'll need to learn at least html, find yourself a hosting package and get yourself a url. For those of you who take their online presence seriously, want the full functionality of the web or truly want to be able to produce something unique then this is the only option.

www.carbonmade.com



<http://aaron-humphreys.carbonmade.com/about>

The Portfolio of Aaron Humphreys - Digital & Print Designer Work About

Name
Aaron Humphreys

About

I'm a young, passionate individual with an enthusiastic attitude who thrives in creative environments. I hold a solid understanding of the design process and display a keen interest in emerging technologies and innovative products. I'm considered to be a 'Jack of all trades' and a complete creative nutcase!

I have a genuine love for design/coding for both print and web. My self-motivation and focus has been an integral part of my design career and I strongly believe that lateral thinking is key to creativity. 4+ years of experience in the graphic/web industry has helped develop my communication skills which I believe are vital when liaising both with professional clients and colleagues, not to mention a combined wealth of 5 years in further education learning how to use digital crayons for a living!


I've had the opportunity to work on some real high-profile bluechip clientele in the past but I believe I'm flexible enough to work on small and medium business projects. I believe I could benefit your company/brand by bringing fresh thinking and a new eye to the table as well as professional execution and delivery.

My portfolio boasts experience in all aspects of design for print and for web. Take a peeky if you have time (if not, be sure to bookmark me!) 'Aarh!' Creative Online Portfolio.

Outlined Experience:

Blacks Leisure Group – Packaging

- Commissioned on a freelance basis by the outdoor group Blacks. Produced packaging and an identity for their proposed product, a multi-functional headband.
- Prepared and presented numerous well communicated pieces from which one idea was selected and developed. The product is now on display and sold in their local branches throughout the UK.
- Closely worked with the head of the department enabled a seamless execution and further packaging development on a range of economically friendly torches.



Location
39 Pavilion Court
Stimpson Avenue
Northampton NN1 4ND
UK

Email
hello@aarh-creative.com

Available for freelance

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Any questions?

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Online resources

www.gre.ac.uk/get

The screenshot shows the University of Greenwich GET website. The navigation menu includes Home, Study at Greenwich, Students (highlighted), Research, Alumni, Business Services, and About Greenwich. The main content area is titled 'Careers resources' and lists several guides in PDF format: Assessment Centres, CVs and Covering Letters, Employability Guide for International Students, Getting a Teaching Job in Further Education, Interviews, and Psychometric tests. There is also a section for 'Further online resources' featuring a link to 'Take a psychometric test' and the 'Prospects.ac.uk website'.

Home Study at Greenwich **Students** Research Alumni Business Services About Greenwich

University of Greenwich > Information for current students > Employment and skills > Guidance & Employability Team (GET)
> Careers > Careers resources

Careers resources

Guides from the Guidance & Employability Team (PDF format)

- Assessment Centres
- CVs and Covering Letters
- Employability Guide for International Students
- Getting a Teaching Job in Further Education
- Interviews
- Psychometric tests

Further resources for teachers

Advice, courses and vacancies for teachers can be found on the [Prospects teaching site](#).

Further online resources

- [Take a psychometric test](#)
Take a practice psychometric test online.
- [Prospects.ac.uk website](#)
Prospects is the UK's national careers website for students and graduates.

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Contact us

Where to find us:

Web address: www.gre.ac.uk/get

Email: get@gre.ac.uk

Phone: 0208 331 8811

Location: Room 5, Southwood House

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