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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

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- 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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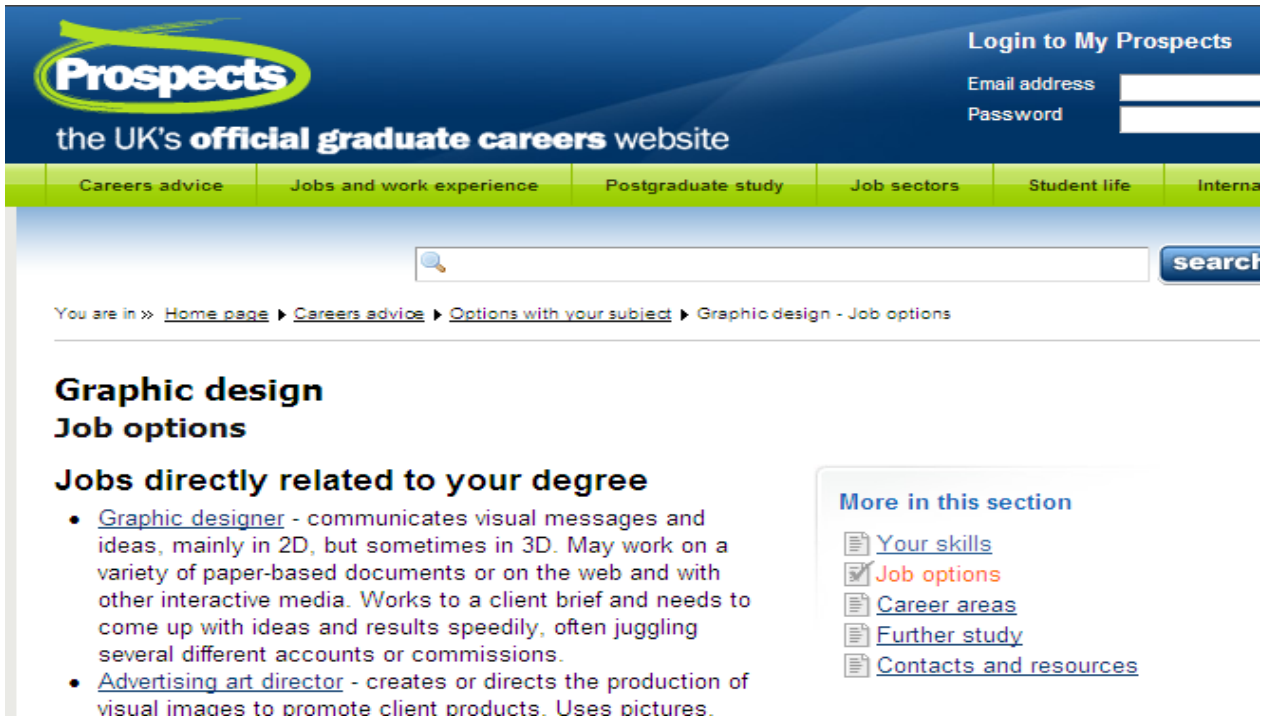
Graduate Jobs

www.prospects.ac.uk



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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

Name Surname

Address Telephone E-mail address

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

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.

Skills & Achievements

Languages (level)
IT skills (be specific)
Other skills relevant to the job
Any community work/extra curricular activity/positions of responsibility/awards

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Interests and Hobbies

Think carefully about the mix and make it interesting
Show commercial awareness through sector specific activities

References available on request

Personal Details

Education & Qualifications

Work Experience

Other

References

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cv Headings

Relate

Demonstrate

Captivate

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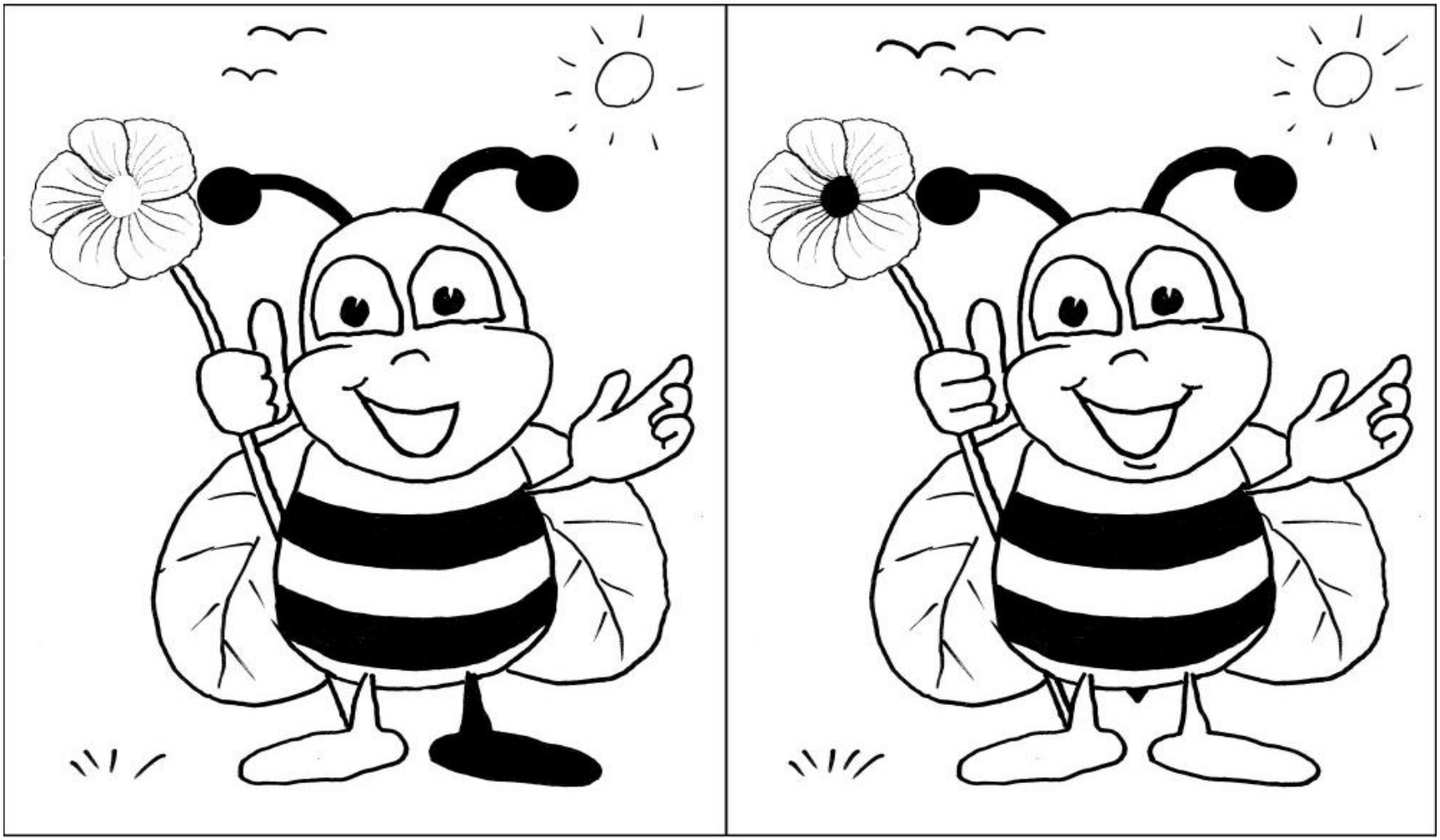

Match the job requirements!

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

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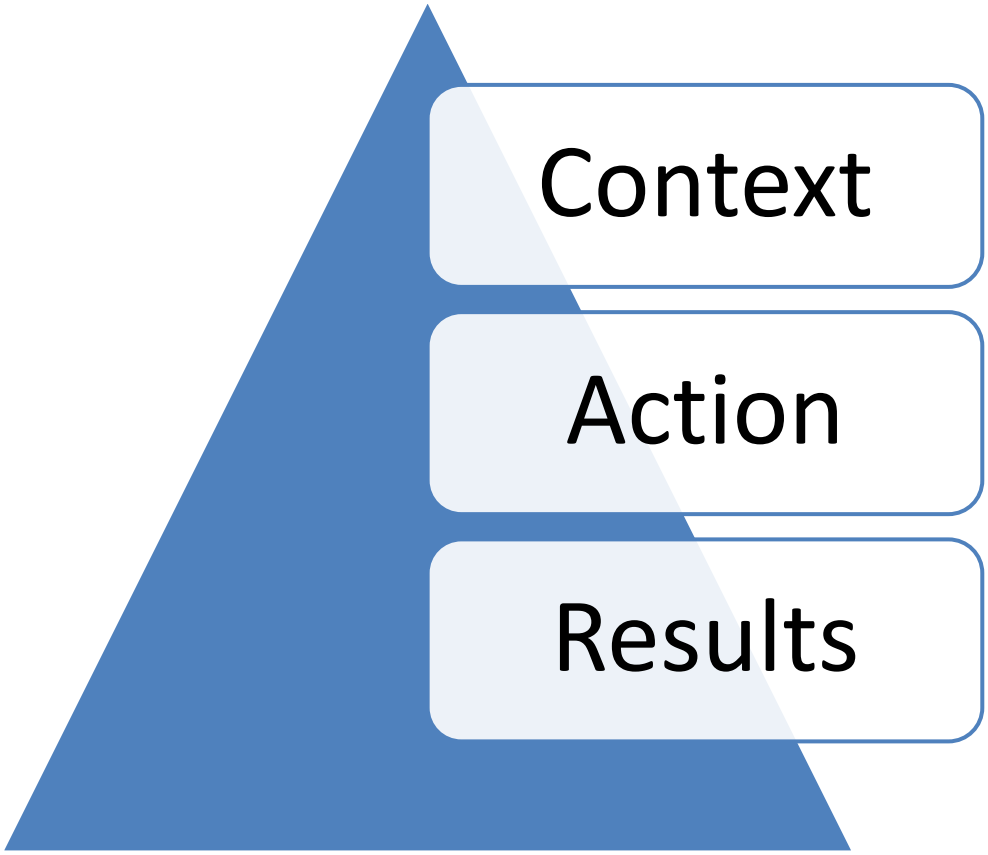
Work Experience

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

Technique



RE-Design

(every time you apply for a job!)

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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

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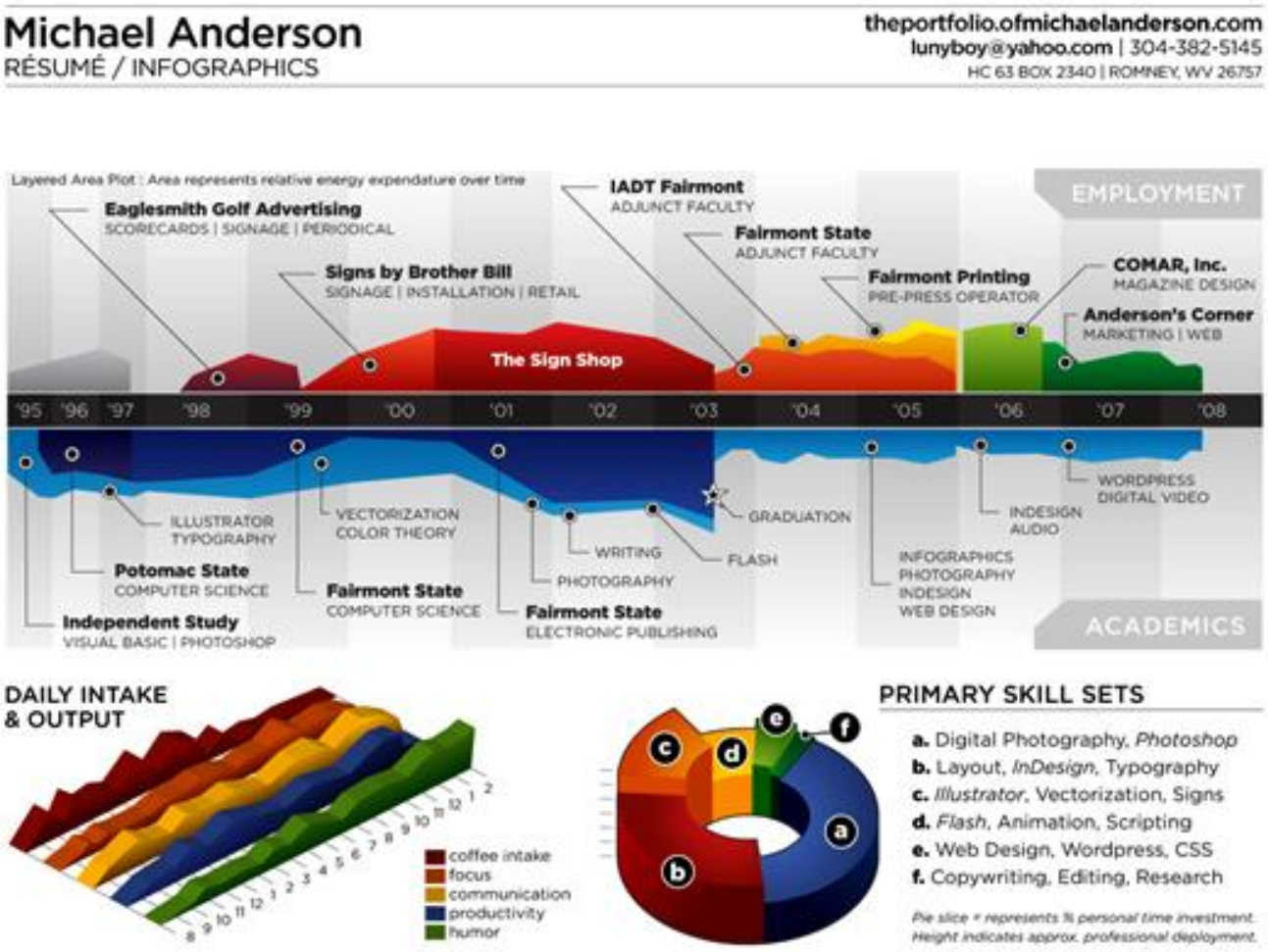
Be creative!



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Portfolios

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.

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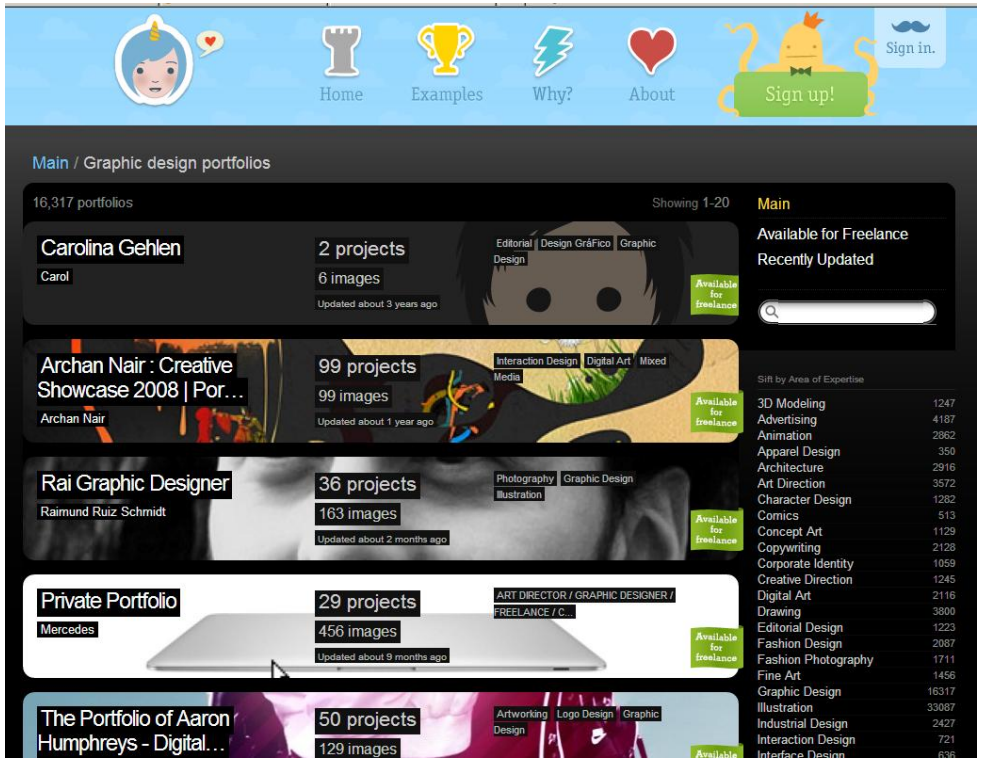
Portfolios

www.carbonmade.com



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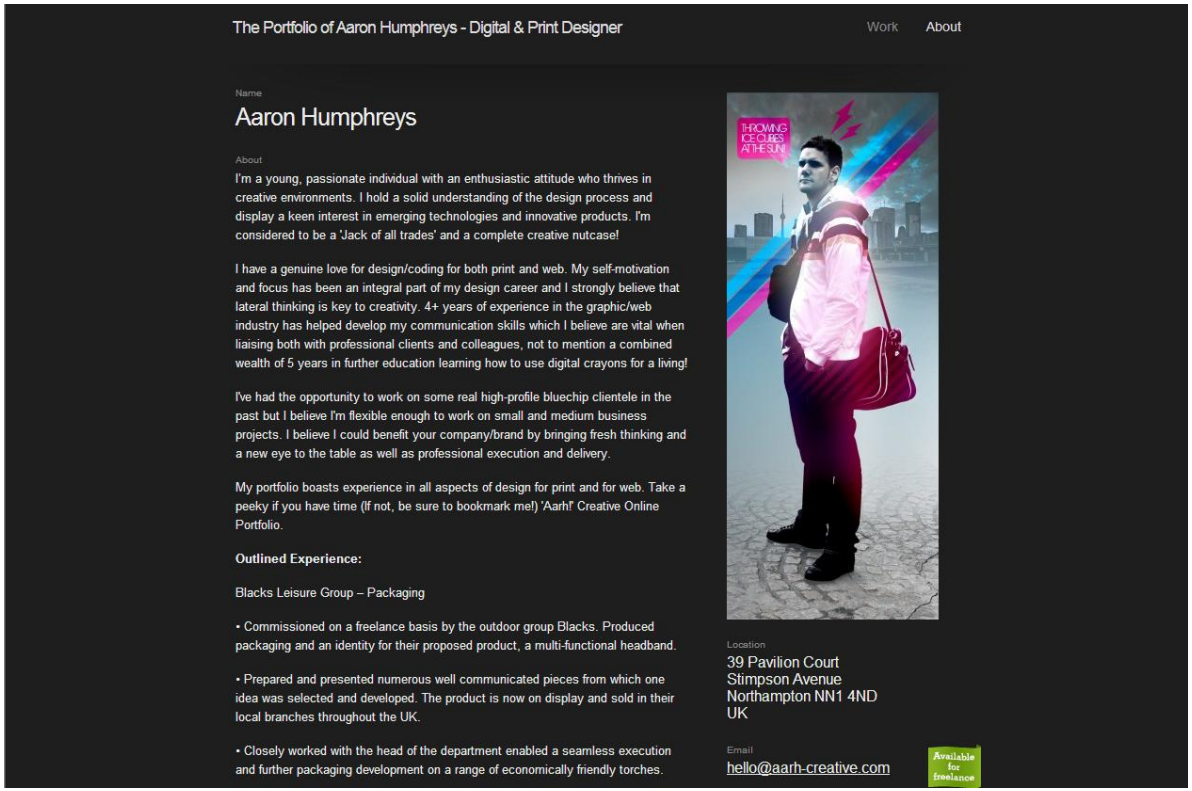
http://aaron-humphreys.carbonmade.com/about



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Comments
Queries

Any questions?

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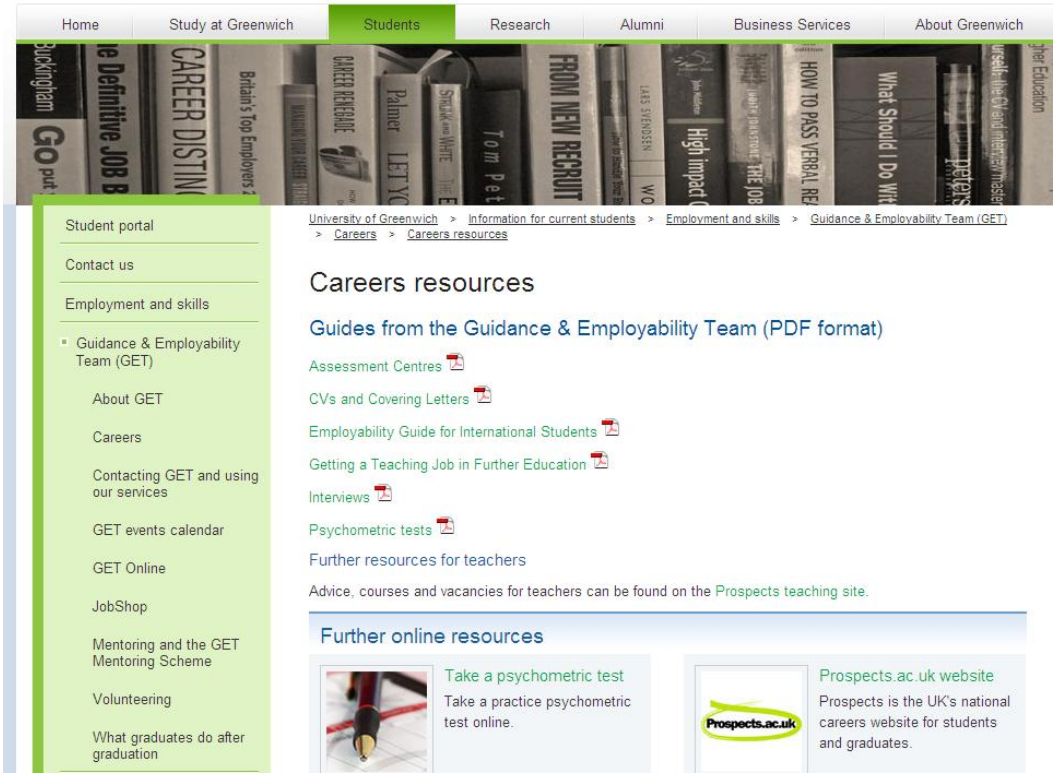
Online resourses

www.gre.ac.uk/get



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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