**Mentoring Session: Maximising Your CV Worksheet**

**Mentee Name: Mentor Name: Date:**

Session Objective:
This worksheet will help you refine your CV, ensuring it is clear, impactful, and adaptable for job applications. Your mentor can provide feedback on how to improve it, but before meeting them, you should seek support from QUB Careers Service to build your initial version.

**Before the Session: Preparing Your CV**

Before bringing your CV to your mentor, complete the following steps:

* Ensure your CV is one page long (unless otherwise required).
* Use clear, structured sections – see guidance at the end.
* Bring specific questions for your mentor regarding tailoring your CV for different roles.
* Visit the QUB Careers Service: Have your CV reviewed by an advisor and make improvements based on their feedback first – **Use the VMOCK CV Checker** [**HERE**](https://www.qub.ac.uk/directorates/sgc/careers/CVsMakingApplicationsandInterviews/cvsandcoverletters/) **or Book an Appointment with a Careers Consultant** [**HERE**](https://qub-csm.symplicity.com/students/index.php?s=calendar&ss=app_main&mode=landing)**.**
* Send your CV to your mentor via email in advance, asking them to review it with you at the next session.
* Bring a copy each to your mentoring session.

**During the Session with Your Mentor**

Discussion Points with Your Mentor:

* Is my CV clear, structured, and focused?
* Does it highlight my most relevant skills and experience?
* How can I make my CV stand out to employers?
* What sections could be improved or refined?
* How do I tailor my CV quickly for different job applications?

**Notes:**

**Instructions: Work through these activities with your mentor, using the WIN model to guide collaborative problem-solving.**

**1. Applying the WIN Model**

* **W – What?
What aspects of your CV are you unsure about or need help with?**
	+ - **Answer:**
* **I – Imagine Solutions
Discuss with your mentor how to make your CV more impactful or tailored to specific roles.**
	+ **What solutions did you and your mentor imagine together?**
		- **Answer:**
* **N – Next Steps
Agree on actionable steps to implement these solutions.**
	+ **What are your next steps?**
		- **Answer:**

**After the Session**

Keeping Your CV Updated

A well-maintained CV ensures you can adapt it quickly for job applications and employer forms. Here’s how to stay on top of it:

* Set a reminder to update your CV every 3-6 months – add new experiences and refine content.
* Keep a document on your phone with bullet points of achievements – makes updating quicker.
* Tailor your CV for every role – adjust key skills, wording, and achievements to match the job description.
* Check formatting and clarity regularly – ensure it remains professional and easy to read.

**Structuring a Strong One-Page CV**

Your CV should be **clear, concise, and tailored**. Below is a suggested structure:

**1. Contact Information (Top of CV)**

* Full Name
* Professional Email
* Phone Number
* LinkedIn Profile QR code and link (if applicable)

**2. Personal Profile / Summary *(3-4 sentences max)***

* A brief statement highlighting your key skills, experience, and career aspirations. This should be tailored to each application and relevant to the role.

**3. Education *(Most recent first)***

* Degree Name, University, Graduation Year
* Relevant coursework or academic achievements (if applicable)

**4. Key Skills *(Tailored to your industry and strengths)***

* Examples: Data Analysis, Communication, Problem-Solving, Leadership, etc.

**5. Work Experience / Internships / Volunteering *(Most relevant first)***

* Job Title, Organisation, Dates
* Key responsibilities and achievements (use bullet points)

**6. Additional Achievements / Involvement *(Optional but valuable)***

* Leadership roles, awards, projects, societies, or certifications

**7. References *(Optional or "Available upon request") and driving licence confirmation if held***