



CV Schedule

Suggested schedule and tips for this task

Early Morning:

1. Start by reading through your current CV (if you have one), making notes on obvious updates or missing information.
2. If starting from scratch, gather useful documents and details such as qualifications, graduation years, previous/current job titles and roles, and begin to type these up so the text is readily available.
3. Start thinking about skills or other experiences that might need to be included and make a note of them.
4. Start looking at CV templates or thinking about how you would potentially present your information on the page.

Late Morning:

1. Watch the accompanying webinar and take notes where applicable.
2. Continue to draft sections and write down words and phrases that might be useful.

Early Afternoon:

1. Start drafting or updating your CV using lessons from the webinar and by reading through the accompanying CV task document (LC CV Advice).
2. Select a layout or template you think will work. This does not have to be the final version, but it will show you the length and importance of various details.
3. Begin to prioritise information, thinking about what is relevant or most useful, and what could be included further down your CV.
4. Make sure you take regular breaks from the document to review it from a fresh perspective.

Late Afternoon:

1. Finalise edits and layout. Ensure the document is going to be useful for all potential job applications.
2. Make your final spelling and grammar checks, and if possible, share with someone you trust to review.
3. Put it down. Sleep on it. Read through it the following day and check that you are happy with your work, revising and amending where applicable. Remember, it is a document that will likely require updating often. It is useful to save several versions (clearly identified for your purposes) as one will be more pertinent than the others to different applications in the future.