UNIVERSITY OF CAMBRIDGE
School of Clinical Medicine

Athena SWAN Silver Award

CV Clinic

A Seminar for Assistant & Academic Related Staff

Tuesday 31st May, 12.30 – 2 pm, Clinical School, Seminar Room 3

This Seminar will show you how to decode job adverts and give you the tools you need to write an excellent CV and letter of application

What will I gain from the workshop?

The workshop will guide you through these areas:

- How to decode and identify key elements of a job advert
- Different templates of CVs and how to tailor your CV depending on the job you are applying for
- How to use language that will convince employers you have the skills they need
- How to use the best self-describing words in your CVs and letters of application
- How to write an effective covering letter
- How to write an excellent profile

Register here: *(http://cv-clinic-assistant-staff.eventbrite.co.uk)*
Please note that there won't be time to actually write your CV at the session, but you'll come away equipped to write it