

Mini-Series: Own your CV

Episode 3

Activities and Work Experience



CAREERS SERVICE

OWN YOUR FUTURE

What we will
be focusing
on in this
episode...



Activities apart from
academics – in and outside
of university



High School Activities



Work Experience

Activities
outside of
academics are
important



Include all activities that are not included under work experience



Choose appropriate and eye-catching headings



Do not be limited by headings that do not fit your activities

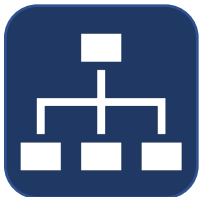
Examples of appropriate headings



Awards



Achievements



Roles of responsibility
or leadership



Community or Voluntary
Work



Cultural Activities




Sport





HIGH SCHOOL ACTIVITIES

Should high school activities be included?

 Yes, include activities for the past few years

 If too long ago, high school activities should be excluded as it could highlight a lack of university activities

 Thereafter, concentrate on other activities at university

 Do not draw attention to what you do not have

EDUCATION

2018 – Present **Bachelor of Engineering (Mechanical)**

University of Cape Town (UCT)

2017

National Senior Certificate

Greenfield High School

COMMUNITY OUTREACH

2013 – 2015

Member of Helping Hand High School Society collection and distribution of educational toys and books to disadvantaged communities

~~AWARDS~~

~~None~~



UNIVERSITY ACTIVITIES

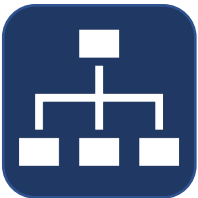
What about activities at university?



Include involvement in faculties, residences, campus societies and sport clubs



Include off campus involvement in communities and religious organisations



Group similar activities together



If you have 1 activity under a heading, perhaps join it with another e.g. Sport and Cultural Activities

What about Awards?



Always start with the most recent



Dean's Merit List (awarded in recognition of consistent academic excellence), scholarships and bursaries



Class medals, academic colours



Golden Key Society (membership awarded for academic excellence)

Examples of Leadership Positions



House committee member, SRC member, class representative, executive, committee member, mentor, volunteer tutor, church youth leader, own NPOs etc.

LEADERSHIP

January 2019 – present

Church Youth Leader, Life House Church

- Life teen youth programme leader for age group 13 to 15 years old weekly group engagement

September 2018 – August 2019

House Committee Treasurer, Glendower Residence, UCT

- Allocated about R200000 Residence budget to different portfolios and events

February 2017 – November 2017

Class Representative, UCT

- Elected out of 300 students to be liaison between lecturer and class for first year mathematics course

Examples of Community Work

COMMUNITY WORK

2018 - present

Volunteer, SPCA

- Provided basic care to animals on weekends including cleaning kennels and walking dogs
- Conceptualised and developed e-database newsletter that achieved national recognition

April 2016 - November 2017

Volunteer, SHAWCO, UCT

- Visit disadvantaged communities to hand out food and clothes

Further tips for ACTIVITIES



Avoid repetition e.g. if you mention Orientation Leader under Work Experience don't mention it under the Activities section



If the activity is not self-explanatory, explain your role and what the organisation is about



Reverse chronological order applies to activities too

Keep all your dates on the same side



WORK EXPERIENCE

What about Work Experience?



Highlight paid or unpaid work experience, including working for family or your own business



Include weekend jobs, part-time work, internships or vacation work






Start with the most recent work experience (reverse chronological order); dates on one side



Work experience doesn't have to be directly related to the opportunity being applied for

More about Work Experience

-  Do not list your work place address or the reasons for leaving the job
-  Do not only list jobs that you have referees for, include all your work experiences
-  List the duration of your work experience, the name of the organisation and your job title

WORK EXPERIENCE

January 2020 - Present

Waitron (part-time)

RoccoMamas, Cape Town

October 2019 - December 2019

Research Assistant

Humanities faculty, UCT


- Duties included basic administration, transcribing and translation
- Small-group facilitation and events organisation

 Give information about the organisation or what the job title entails in a short bullet point if not obvious from the name

 You can also list achievements in a bullet point

December 2019 – February 2018 **Intern** Media24, Cape Town

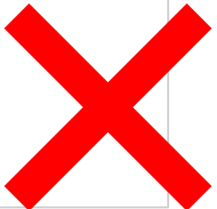
- Assisted with logistics, editing, administration and wrote article “A Dry Cape Town” (News24, March 2018)
- Received award “Best written monthly article”



 Do not list all responsibilities of jobs, especially when obvious

January 2020 – Present **Waitron (part-time)** RoccoMamas, Cape Town

- Take orders and serve food and drinks to clients
- Managed payment of services rendered
- Prepare and clean up table area for clients



Grouping Work Experience



If you have a lot of work experience, you could group the types of work together under subheadings

WORK EXPERIENCE

Customer Related Work

January 2017 - Present

Waitron (part-time), various restaurants, Cape Town

December 2016 - January 2018

Bartender (part-time), Mobile Cocktails, Cape Town

Engineering Vacation Work

June 2019 | December 2019

Intern, Aurecon, Johannesburg

June 2018 - July 2018

Intern, GK Water Consultants, Cape Town

- Part of team analysing complex engineering projects
- Administrative duties and logistic operation

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