

## Episode 3

### Activities and Work Experience

**Slide 1:** Mini-Series: Own Your CV brought to you by the UCT Careers Service. Episode 3: Activities and Work Experience.

**Slide 2:** In this episode, we are going to look at activities that are not part of the academic programme, including high school activities and work experience.

**Slide 3:** It is important to showcase activities you have been involved in outside your academics. These would be all activities not included under work experience. Choosing appropriate and eye-catching headings is important, but don't be limited by headings that don't fit what you have done.

**Slide 4:** Some examples of headings you could use are:

- Awards
- Achievements
- Leadership
- Roles of responsibility
- Community or voluntary work
- Cultural activities
- (or) Sport

**Slide 5:** What about high school activities?

**Slide 6:** High School activities are important to reflect in your first few years at university, but after that, concentrate on activities while at university. If it was too long ago, exclude high school activities as it could highlight a lack of university activities. Focus on what you have. Don't draw attention to what you don't have. For example, a heading called Awards would be pointless if you didn't have any!

**Slide 7:** What university activities should you include?

**Slide 8:** You can show any involvement you have had in faculties, residences, campus societies or sports clubs, as well as your off-campus involvement in communities and

religious organisations. The important thing is to group similar activities together. But, if you only have one activity for a heading, perhaps join it with another for example, Sport and Cultural Activities

**Slide 9:** Examples of awards you can list are:

- Dean's merit list
- Class medals
- Academic colours
- scholarships and bursaries
- Golden Key Society (and furthermore)

If it is unclear, explain these awards. Always starting with the most recent.

**Slide 10:** Examples of leadership positions could be:

- House committee member
- SRC member
- Class representative
- Executive committee member
- Mentor
- Volunteer tutor
- Church youth leader
- Or your own non-profit organisation

**Slide 11:** Here are some examples of community work.

**Slide 12:** Avoid repetition. For example, if you mentioned that you were an Orientation Leader under the work experience section do not mention it under this section. If the activity is obscure or not self-explanatory, you might need to explain your role and what the organisation is about. For example, being head of the SAX Appeal Committee, might be obvious to many at your university but not familiar to people outside. Reverse chronological order also applies here and keep all your dates on the same side.

**Slide 13:** How do you list your work experience on your CV?

**Slide 14:** Here you highlight your paid or unpaid work experience, including working for family or your own business. In this section you can include weekend jobs, part time work, internships or vacation work. Do not forget to start with the most recent work experience, with the dates on one side. Your work experience does not have to be directly related to the opportunity you are applying for. What is most important is what you did and what skills you gained or enhanced from that experience.

**Slide 15:** You do not have to list the address of the place you worked in or reasons for leaving the job. You don't have to only list jobs that you have referees for as all your work experiences count. However, what you must list is the duration of your work experience, the name of the organisation and your job title.

**Slide 16:** If it is not obvious what the organisation or the job title entails, it would be helpful to give that information in a short bullet point. You can also bullet point particular achievements and activities, but don't list responsibilities in every job, particularly if they are obvious.

**Slide 17:** If you have a lot of work experience, it can be helpful to group the types of work together under subheadings. For example, engineering vacation work under one heading, and customer related work if you have done a lot of waitressing.

**Slide 18:** Thank you for tuning into Mini-Series: Own your CV. Brought to you by the UCT Careers Service. Be sure to tune into Episode 4 where we will focus on the skills section of your CV