

Get help to apply for the job you want and make your job application stand out from the crowd

News story

National Careers Service careers workshops can show you how to write an effective CV and show yourself in the best light



If you wonder how to show that you are the right person for the job on your CV, or if you struggle to get all your experience down on the application form, we can help.

Our National Careers Service careers workshops are hosted by professional careers advisers who have lots of experience in showing people how to write a CV that brings out their best and shows an employer exactly what they're looking for.

Each week has covered a different topic to help you improve your employability and get your dream job:

- [Week 1](#): Reviewing skills and interests
- [Week 2](#): Exploring careers and your local jobs market
- [Week 3](#): Identifying learning
- Week 4: Writing your CV
- Week 5: Making a good impression in the interview

Don't worry if you missed previous weeks, you can get all of the advice you need from our advisers by contacting the National Careers Service, details below.

In week 1 we covered reviewing the skills you have, this week we'll talk about making the most of those skills and showing them off in your CV. We'll cover CV top tips and how you can make more effective applications for the job you want and increase your chance of success.

We'll show you what a good CV looks like and give you the tools and techniques that make the most of your skills and experience, and make sure you match them to the job you are applying for.

Practical advice that you can use straight away will include:

- What employers look for in a CV
- How to enhance your skills and show yourself in the best light
- How to make your CV stand out
- And more...

To take the next step on the journey to unlocking your potential, follow the links below to sign up to the events in your region:

We understand the journey is not always a straight line, and you might not need help with every topic, so you can join in and jump out at any point. If you would like to know more about these events, or need any careers advice on learning, training and work outside of these events you can always contact the National Careers Service on 0800 100 900 or via [webchat](#) (8am-8pm weekdays and 10am-5pm Saturdays) or visit <https://nationalcareers.service.gov.uk/>.

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[Policy that Works conference: 28 February to 3 March 2022](#)

The conference will be open to all civil servants and feature presentations, panel events and workshops designed to support good quality policy evaluation and evidence use across government.

It will include inputs from the Chief Scientific Adviser, Sir Patrick Vallance, Ministers and key international experts on 'what works.'

Civil servants can sign up to the conference using their government email addresses. [Book your place at the conference.](#)

[Ghana: invitation to tender for](#)

electrical materials

Waterproof Single Bell switch (IP66) 40W Circular bulb Heat wireless Alarm 7.6x450mm Cable tie pack 250W Direct bulb 20Amp RCBO Schneider breaker 10Amp Single Switch IP66 6W LED pin bulb white Alarm Controller switch 7.6x500mm Cable tie pack 250W Mercury bulb 20Amp MCB 3pole Schneider breaker Pull cord switch 6W LED starter bulb white 20mm PVC 2-way conduit box 9.0x650mm Cable tie pack 4x4 Metal Junction box IP66 32Amp MCB Schneider breaker Shaver light complete 5W LED (RED) starter bulb 20mm PVC 3-way conduit box IP 66 Single pole switch 4x4 PVC Junction box 63Amp MCB Schneider breaker Electrical Bell switch 6W LED E14 candle bulb 20mm PVC 4-way conduit box 6Amp Ceiling switch (surface 2way) 63Amp HRC Fuse 63Amp 4pole MCB Schneider breaker One gang-two way switch 6W LED spot light pin bulb 20mm PVC angle conduit box 16x16mm PVC Trunking 1.5mm² stranded conduit cable(brown) 100Amp RCCB, 300mA breaker Two gang-two way switch 5.5W LED Energy bulb screw 25mm PVC straight conduit box (2way) 16x25mm PVC Trunking 1.5mm² stranded conduit cable(blue) 18W LED Panel light complete Three gang-two way switch 15W Blue Energy saving bulb 25mm PVC 90* conduit box 25x40mm PVC Trunking 1.5mm² stranded conduit cable(yellow & green) 18W LED Circular Ceiling light complete IP55 20Amp 2pole AC switch 7W White Energy saving bulb 25mm PVC one way conduit box 50x100mm PVC Trunking 2.5mm² stranded conduit cable(brown) 50W LED Security light 13Amp Double socket outlet 35W Halogen pin bulb 25mm PVC Tee way conduit box 100x100mm PVC Trunking 2.5mm² stranded conduit cable(blue) 100W LED Security light 13Amp Single socket outlet 50W/240V Halogen bulb Plastic Enclosure (2 – 12) ways 3-Compartment PVC Trunking 2.5mm² stranded conduit cable(yellow & green) 50W LED Security flood light 20Amp 2pole Water heater switch 55W 2Gill-4pin energy saver (Biax L) 3x3 Metal conduit box 20W fluorescent choke 4mm² stranded conduit cable(brown) 100W LED Security flood light 45Amp Cooker control unit 36W 2Gill-4pin energy saver (Biax L) 3x6 Metal conduit box 40W fluorescent choke 4mm² stranded conduit cable(blue) 20Amp AC 4pole Isolator 3x6 PVC Patress box 30W T4 slim line fluorescent fitting complete(T430) 4" Extractor fan 13W Choke 4mm² stranded conduit cable(yellow & green) 32Amp 4pole Isolator 3x3 PVC Patress box 14W T5 slim line fluorescent fitting complete 6" Extractor fan 20W S2 Starter 6mm² stranded conduit cable(brown) 600 x 600 LED Panel light complete 3x3 PVC Blank plate 16W 2D-4pin bulb 9" Extractor fan 40W S10 Starter 6mm² stranded conduit cable(blue) 600 x 600 LED Emergency kit 3x6 PVC Blank plate 16W 2D-2pin bulb 4" Xpelair Axial extractor fan 6 -9W LED Driver 6mm² stranded conduit cable(green & yellow) 600 x 600 LED light metal mounting kit 3x3 Blank plate with flex outlet 28W 2D – 2pin bulb 9" Vent Axial In-line flow fan 8 -12W LED Driver 10mm² stranded conduit cable (Red, Yellow, Green, blue, green & yellow) 3W LED Emergency light Circular PVC cover plate 28W 2D – 4pin bulb 20mm PVC conduit pipe 8 -18W LED Driver 16mm² stranded conduit cable (Red, Yellow, Green, blue, green & yellow) 13W Recess light 9W (ES) Screw energy saver bulb T5 8W fluorescent Cabinet light complete 20mm PVC adaptor 18 -24W LED Driver 2Core 2.5mm²+earth FP Cable coils 50W LED Spot light fitting 9W (BC) Pin energy saver bulb T5 8W fluorescent Cabinet bulb M25 x 1.5 PVC Glands 24 – 36W LED Driver 2Core 1.5mm²+earth FP Cable coils G9 LED bulb 20W (ES) Screw energy saver bulb Porcelain Screw lamp holder PG 16 PVC glands 20W 2ft fluorescent tube 2Core 4mm²+earth FP Cable coils G LED bulb 20W (BC) Screw energy saver bulb

Electronic Photo cell PG 13.5 PVC glands 40W 4ft fluorescent tube Pack of PF cable saddles 10W/12V Halogen bulb 26W – 2pin energy saver bulb Xpelair ceiling fan 20S Brass Metal cable glands T5 2Ft fluorescent tube 1.5mm2 x 3core flexible cable coil 100W/240V Halogen bulb 26W – 4pin energy saver bulb Ceiling rose 25L Brass Metal cable glands T5 4Ft fluorescent tube 2.5mm2 x 3core flexible cable coil 1500W/240V Halogen bulb 13W – 2pin energy saver bulb Plastic lamp holder 13Amp Spur unit fuse/switched T5 5Ft fluorescent tube 6Amp RCBO Schneider breaker Earth Bonding clips 13W – 4pin energy saver bulb Ceiling Fan Complete 13Amp Spur unit fused only 2FT Single Diffuser fitting complete IP66 16Amp MCB Schneider breaker Roll of Insulation tape (Red, Yellow, Green, Blue, Black, Yellow & Green) 18W – 2pin energy saver bulb 13Amp plug 4.8x200mm Cable tie pack 2FT Double Diffuser fitting complete IP66 16Amp RCBO Schneider breaker MK Motion sensor 18W – 4pin energy saver bulb 15Amp Round plug 4.8x370mm Cable tie pack 4FT Single Diffuser fitting complete IP66 20Amp MCB Schneider breaker 42W – 4pin energy saver bulb Smoke wireless Alarm 7.6x300mm Cable tie pack 4FT Double Diffuser fitting complete IP66 25Amp MCB Schneider breaker

[Annie Panter, Sally Bolton OBE and Martyn Worsley have been reappointed to the board of UK Sport](#)

Annie Panter

Annie is a two-time Olympian, who competed in the 2008 Beijing and 2012 London Olympic Games where she won a bronze medal in women's hockey with Team GB. During much of this time, Annie was combining her sporting career with studying for a BSc in Mathematics and Economics at the University of Nottingham. Following her retirement from hockey in 2012, Annie pursued a career in finance with Goldman Sachs for several years, before moving back into the sports industry via TRM Partners in 2018 to lead the commercial programmes of premium sports properties. Following an acquisition, Annie is currently Managing Director at the sports marketing agency Two Circles.

Whilst at Goldman Sachs, Annie stayed closely involved with high performance sport. Between 2016-2019 Annie chaired the Athletes' Committee and was an Executive Board member of the International Hockey Federation (FIH). Prior to her initial appointment to the UK Sport Board in 2018, Annie had been a member of the UK Sport Mission 2016/18 Panel and the British Cycling Independent Review Panel. She is currently a member of the UK Sport Major Events Investment and Assurance Panel.

Sally Bolton OBE

Sally was appointed Chief Executive of the All England Lawn Tennis Club in

August 2020, having been Strategic Planning & Operations Director since 2018. Prior to joining the Club in 2016, Sally spent two years as Managing Director of the Organising Committee for the London double header of World Athletics Championships in 2017. Sally assumed this role having led the team that delivered a highly successfully Rugby League World Cup in 2013, a role for which she was recognised with the award of an OBE.

Prior to this Sally was the Rugby Football League's Director of Projects & Planning and played an integral part in the Rugby Football League team that won the rights to stage the 2013 tournament. Prior to joining the RFL, Sally held a number of other roles in sports administration at club and Governing Body level including a period as Chief Executive of Wigan RLFC and Orrell RUFC. In addition, Sally has worked in the highly regarded sports consulting group at Deloitte and run her own sports consulting business.

Martyn Worsley

Martyn grew up in the West Midlands and was educated at The Bishop of Hereford's Bluecoat School before going to the University of Southampton where he gained a BSc Hons in Geography. He started off his career in 1997 as a graduate trainee at Lloyds TSB before spending time in a variety of organisations including BT Group, BNY Mellon, SAB Miller and Tate & Lyle undertaking Business and Human Resource roles globally until he joined Lockton Companies as Chief People Officer in November 2020. Martyn is a Fellow of the Chartered Institute of Personnel and Development and also a Fellow of the Royal Geographical Society.

Martyn has had a life-long passion for both playing and being involved in sport including latterly coaching the Rugby Football Union for Women's (RFUW) Academy for 5 years before being a non-Executive Director of the RFUW supporting the integration of the Women's game into the Rugby Football Union. Martyn has completed the Trans- Atlantic Yacht Race, the London Marathon and undertaken multiple overseas expeditions whilst also being a Trustee for the London Youth Games. His other hobbies include skiing, sailing, mountaineering and spending time with his young family.

UK Sport Board Members are remunerated at £218 per day. These reappointments have been made in accordance with the Cabinet Office's [Governance Code on Public Appointments](#). The process is regulated by the Commissioner for Public Appointments. The Government's Governance Code requires that any significant political activity undertaken by an appointee in the last five years is declared. This is defined as including holding office, public speaking, making a recordable donation or candidature for election. Anne Panter, Sally Bolton and Martyn Worsley declared no activity.

Thousands of military personnel supporting Covid-19 response

- 60 defence medics will be deployed to support hospitals in need across Northern Ireland
- Armed Forces personnel are now providing support in all of England, Wales, Scotland and Northern Ireland
- Over 1,500 personnel conducting 23 tasks across the UK

With the deployment of defence medics to hospitals in Northern Ireland, the Armed Forces are now providing support within all four nations of the United Kingdom as part of Operation Rescript.

60 defence medics will support NHS hospitals across Northern Ireland and personnel are expected to be on task for around four weeks, helping deliver front-line services in intensive care units, emergency departments and respiratory wards.

Military support in hospitals has stepped up amid ongoing staff shortages due to Covid-19.

Defence Secretary Ben Wallace said:

Our Armed Forces are supporting all four corners of the UK as we work to overcome this pandemic and ensure communities and the NHS are able to rebuild.

I'm proud of our personnel from across all services for their talent, hard work and perseverance throughout the pandemic.

Northern Ireland Secretary Brandon Lewis said:

The UK Government is providing assistance to Northern Ireland at a crucial time, when healthcare capacity is urgently required to continue treating patients during the Covid pandemic.

The support of military colleagues to help with this vital work demonstrates the Government's continuing commitment to meet the needs of the whole of the United Kingdom, including Northern Ireland.

Support is being provided through the Military Assistance to the Civil Authorities (MACA) process. There are 23 open Operation Rescript tasks with 1,985 personnel assigned to provide support. Since March 2020, Defence has responded to over 440 MACA requests across the UK.

Health and Social Care Secretary Sajid Javid said:

I am immensely grateful to the thousands of military personnel providing crucial support to the NHS and its hardworking staff.

Armed forces members are being deployed in a range of roles across the UK – from ambulance drivers and front-line support in hospitals, to assisting the vaccine rollout.

In England, 285 personnel continue to support the vaccine rollout.

Ambulance services are also being supported across England, with 170 personnel supporting the North West Ambulance Service, 112 providing support to the Yorkshire Ambulance Service and 69 to the East Midlands Ambulance Service.

In Wales, 313 Armed Forces members are continuing to support the Welsh Ambulance Service NHS Trust, increasing the resilience of emergency responders during the winter period.

66 personnel are currently supporting the vaccine rollout in Wales, a task that runs until mid-February.

In Scotland, 96 personnel are on task in support of the Scottish Ambulance Service until the end of March. Additionally, there are nearly 100 currently supporting NHS hospitals in Scotland with support to the vaccine rollout there as well; both tasks will draw down during February.

The Armed Forces stand ready to step up and support civil authorities, devolved nations and communities as required in the coming months where the requests meet the MACA principles.