

Preparing a CV...

Your CV...

...should provide an easy-to-follow breakdown of your career, skills, experience and qualities to help prospective employers assess your suitability for a job.

Drawing up a CV from scratch and periodically updating it, is a useful self-development exercise, which helps act as an additional check to guard against possible shortfalls in your skills portfolio.

A chronological CV is the most widely used format in which you set out your career history working back from the present day through to your first post. The reason for presenting your current position first is to help your prospective employer see your most recent achievements.

Evidence of recent accomplishments is usually more pertinent and meaningful than those of many years ago.

Do not tailor your CV or profile to emphasize the match between those qualities that you have and what the employer is looking for.

Generally speaking your "standard" CV should be sufficient for most job applications with the covering letter focusing on match of experience etc for the job being applied for.

Creating your CV

The purpose of the CV is to get an interview and is not the substitute (*that will of course come later*). The CV should not be an exhaustive list of everything you have ever done, it must have impact and for that it should be concise.

Your CV should reflect the facts of your employment but it must sell your positive points and show what you have done / achieved in the job. Your CV should present your capabilities and experience in up to three pages (no more), to make the employer want to find out more about what you have to offer.

Page One

Start with contact details i.e. name, address, telephone numbers and email address. **The Profile is important.** Key Skills should be bullet pointed with a maximum of 6-7.

The advantage of this approach is that when the employer looks at the profile and skills they will see immediately if you meet the requirements.

With regard to **Career History** each job which should be headed by a brief introducing sentence outlining key responsibilities and then it is important to show what you have achieved. The Bullet Point achievements should all open with past tense achievement verbs, "devised, introduced, co-ordinated" etc. and should generally be quantifiable and verifiable such as "by 30%, being promoted by, £7M per annum" etc. this is much more impressive than merely saying that 'a good job was done'. For impact, as well as for practical reasons, the list for recent jobs should be limited to the most relevant half dozen or so achievements. For earlier jobs this should be reduced to capture the essence of what was achieved.

The Following Pages

If the first page is not done effectively you risk the following pages not being read.

Page one will have clear contact details, the Profile and Career History with achievements from the most recent and relevant jobs. The following Pages provide meaningful back up.

The discipline of page one must be maintained throughout.

Having got the potential employer's interest the following pages should confirm the initial impression that you are indeed worth interviewing.

- With jobs further back in your career history you should keep the descriptions short. Not only were these achievements some time ago but the Industry could be you probably had less responsibility/job relevance. Ensure there are no unexplained gaps in your history. Although these entries should be brief, don't waste the opportunity to highlight important achievements.
- List principal qualifications that are relevant. Focus on what matters now. Remember to (briefly) indicate dates and awarding body. Be selective for now as you can always add in more detail when you get to the interview. Do ensure, however, that you include those that are both relevant and important.
- You may want to add some brief details on any Professional Affiliations, Publications or special honours that you have been awarded. At all times be aware of what the prospective employer is likely to find relevant and positive for the particular job in question.

Example CV style

Name

Location: address
Town & Postcode

Contact No. Tel.No.
Mobile No.

Email e-mail address

Profile:

About 30 words describing who and what you are and a brief outline of your experience eg (Senior Administrator with extensive experience of all MS Office application encompassing several bespoke systems)

Skills:

- Highly motivated
- Excellent communicator
- In depth experience, in
- Well qualified in both
- Expert skills in

Career History:

(start and finish dates)

Name of Company

Job Title

Brief description of the job and your responsibilities

- Achievement 1
- Achievement 2
- Achievement 3
- Achievement 4

(Previous jobs)

(start and finish dates)

Name of Company

Job Title

Brief description of Job etc

- A
- A

Education and Training

From > To

University / College

Qualifications

School

Qualifications

Other Training

Personal Details

Any other relevant information you feel appropriate

Interests

phone: 01527 66688 web: e-responserecruitment.co.uk

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