

## Your Ultimate CV Guide

We all know your Curriculum Vitae (CV) or resume is Key to securing yourself that all import interview it also gives a prospective employer a quick review of who you are, what you have done and what you can possibly bring to their organisation and particular vacancy. It provides a unique opportunity for you to sell yourself. Taking time to produce a clear, concise and professional looking CV is much easier than most people imagine. Please find some tips below to assist you with creating a great CV!

### Getting Started...

Write down your work history, education, training, software you can use and any relevant experience that you have from outside work with dates. Jotting these down in advance can help when you are creating your CV masterpiece on the computer! Don't forget to include some interesting hobbies as some prospective employers like to see what a person does outside of work to give them an idea of the personality of an interviewee. It's important to list some achievements too...have a think about when you have come up with an idea that's been implemented within your work place to improve procedures, saving time and money or improve customer service policies.

- Always use a computer, never hand write your CV you are aiming to produce a professional looking document. If you are not confident using a computer please ask a friend or colleague to help you, failing that there are professional CV writers available.
- Always use good quality white or cream paper and black ink in a clear business type font, the most popular ones are either Ariel or Times Roman but if you decide to choose your own make sure it's not too fancy as the object is to make your CV easy to read and pleasing on the eye.
- Try to avoid making your layout too complicated, avoid putting boxes or outlines around the borders as unfortunately most recruitment systems use automatic loading of CV's into their own CRM database and boxes and outlines tend to get distorted which is not ideal as this could invariably mean you miss out on getting on the employers shortlist.
- Make sure your CV is concise and to the point, two pages is adequate for someone with an extensive employment history, however if you have limited work experience a one page CV will suffice. You don't need to write an essay, the majority of employers take less than 30 seconds to "scan" over your CV so a bullet pointed layout gives them an opportunity to quickly identify who you are, your relevant experience, your achievements and your suitability for their particular vacancy



## What needs to be included and in what order?

- Your name needs to be on the top! Example **Curriculum Vitae for A. N. Other**. Your personal contact information can be left to the end alternatively drop it into the headers or footers of your CV giving you more room for your vital employment history.
- A brief profile statement about who you are, what you are looking for and what you can bring to their organisation is always impressive for example: “Self-motivated, innovative, strategic, experienced man manager who thrives in target driven environments” or “1<sup>st</sup> Class Honours Degree Marketing Graduate looking to secure his/her first opportunity in a fast paced organisation offering fresh challenges and stability”.
- Next, put your employment history, if you are applying for your first job you could start instead with listing your training, education or work experience relevant to the position you are applying for.
- Always start with your present position and then work in reverse chronological order, the same applies for both your education and training history.
- For each position remember to include the employers name, your job title, your start and finish dates of your employment and your reason for leaving.
- Bullet Point your work history and remember to list all your responsibilities and achievements! Employers find it easier to read bullet pointed CV’s as your achievements are more visible instead of getting lost in lengthy paragraphs. Don’t leave gaps travelling or taking time off is fine, you don’t need to ignore or hide it

See example below;

IT Company - Change Manager - January 05 - December 2009

### Main Responsibilities:

- Responsible for planning all material and activities on behalf of operational staff
- Responsible for 5 managers and 3 change staff in UK
- Managing delivery of outputs for staff based in 5 separate locations across the UK

### Key Achievements:

- Secured largest contract in region increasing profit margin by 20%

Reason for leaving: Made redundant



# Uno Executive

Personalised Recruitment

- Next comes your education and training, if you have employment history then don't worry about listing your qualifications in full, for example "9 GCSE's at B grade and above including Maths and English" is quite sufficient for the majority of job applications, however if an advert specifies that you must have a specific degree or relevant experience always make sure it is clearly visible on your CV.
- After that, it's your opportunity to let your potential future employer know what you like to do outside of work - please be brief a sentence or two at the most is quite sufficient. What works well is the "reading modern literature, visiting the cinema with friends and walking in the Peak District" kind of sentence.
- Finally, put a heading entitled "References". To avoid unscrupulous employers contacting people without your prior knowledge, just put down the immortal line of "References available upon request". Then if you are invited to interview they can ask for your referees then.

## CV Checklist

Don't forget to check your CV for grammatical and spelling errors. **You never get a second chance to make a first impression!!**

