

TIPS FOR YOUR CURRICULUM VITAE

In a tough employment market a CV is even more of an important document than ever before. At Commercial Recruitment we are advising job seekers that having a mini masterpiece, which can quickly be revised as appropriate for each job you want to apply for, with a short profile will best advertise you as just the applicant an employer is looking for.

This is time consuming but it's time well spent. It will increase your interview opportunities by showing the prospective employer at a glance you are skilled and able to apply yourself to simple instruction. Remember the idea with a CV is to instantly give the reader what they are looking for from a candidate to ensure that all important first meeting.

Here are some pointers to remember when writing your CV:-

- The CV should comprise of a maximum of two pages if possible. Presenting an autobiography that is going to take an hour to read is just not going to be read!

The format of the CV should be as follows:-

1. Name and contact details
2. Profile (8 lines max 2 paragraphs) Avoid writing in the first person, 'I', for instance. E.g. A committed and loyal individual who has 3 years experience in Customer Service.

Your profile should assure the reader that the CV will contain the experience and skills the employer is looking for from a new employee. This will encourage the reader to look into the CV in more detail. It may be that you have done a similar job to the one advertised before but perhaps the relevant skills are written on page 2. Your profile should promise the reader the sender is appropriately skilled and persuade further investigation – the alternative is 'the declined pile'.

The profile should be rewritten to suit each role being applied for and the appropriate emphasis placed using the words from the advert if possible. For instance:-

Advert: Senior Customer Service Manager required to Responsibility for budgets and staff appraisals.....Temporary to permanent role in rural Gloucestershire.

Profile: Senior Customer Service Manager, available immediately following redundancy due to company restructure. Demonstrable success in staff management and the responsibilities of running a busy Customer Service Department, including budgetary controls and team HR..... Full driving licence held.

Please consider whether your skills and experience are suitable for the role being applied for before submitting an application. Although enthusiasm is a valued characteristic there is very little point in sending your CV for every role advertised because you need a job. If you are part trained or semi-skilled by all means send your CV but have a well written covering letter with it explaining why you are bringing yourself to their attention. Explain your salary expectations are lower than advertised because you do not have all the required training and tell them clearly in the profile what you can bring to the table as shown in the example above. Remember it is not personal, it is all about relevance.

3. Employment - Start from your most recent place of employment or qualification.

For example, an applicant with relevant work experience/career will have their education at the back of the CV as point 4. A recent graduate with an appropriately matched degree is likely to have education first, followed by part time roles and gap year information that is possibly not so relevant to the job /advert brief.

Each past job should read Position held, Company name and Dates worked, in bold, then be followed by no more than eight in-depth bullet points for each position.

The bullet points should give detailed examples of responsibilities. i.e. if in sales give targets worked to/achieved, Managers should state the number of staff reporting, P&L responsibility etc.

The bullet points for each past role can be moved up or down the reading order depending on the importance to the job being applied for. It is not the case that the CV should be completely rewritten or made up to suit; it is simply that there is no point having 'ordering all stationery' as the first responsibility of a past role if purchasing is not a duty of the job being applied for and there are more relevant responsibilities in the list.

Your employment history should cover the last 10 years in some detail, if applicable. Gaps in your CV should be explained.

4. If you have had a number of jobs and they were for a short duration it is best to give a reason for leaving after each job where possible. For instance, if you have had several temporary assignments or contract roles make it clear to the reader by having a title before them.
5. IT/computer packages used and any additional relevant qualifications should be included in the CV directly after the Employment section. State any systems used i.e. Word, Excel, touch typist and further qualifications/training like Health and Safety, Reach Fork Lift Licence held etc.
6. Education should simply read University/college/schools attended and level of qualification i.e. Degree/A Level subject/GCSE's and then grade.
7. Dates of education need not be given if you do not want to disclose your age and your date of birth is not required on a CV. Interests/hobbies are not needed on a CV but if you choose to add them remember they can work against us as well as for us!
8. All headings should be in bold.
9. The names of referees and contact numbers need not be given at this stage, unless asked for in the advert, but it is worth stating 'References are available on request'. Make sure you possess written references from past employers if possible. This demonstrates you are organised and are able to think ahead whilst being able to confirm your CV as an accurate document.
10. Please remember that employers do often check the claims an individual makes in their CV when a job offer has been made. It is not unreasonable for an employer to retract an offer of employment if they subsequently find inaccuracies in your CV.
11. Get someone to proof read your CV to make sure it reads well, the page break comes in a convenient place and is generally easy to follow by someone other than you and remember spelling mistakes cost interviews!

EXAMPLE

Jon Smith

21, Upper Cast Road
CV Shire
CV 21 YE3

Tel: 01234 567890 Mob: 0789456123

Email: me@hear.com

Profile:.....
.....
.....
.....

WORK EXPERIENCE

Accounts Assistant

June 2003 – Present
Jo Bloggs Associates

- Purchase ledger
- Sales ledger
- Credit control

Sales Administrator

August 2002 - May 2003
Cabbage Hill Ltd

- Sales support for 4 Field sales Executives
- Invoicing for a team of 9

QUALIFICATIONS

Sage Line 50
Microsoft Office suite
Certificate in Health & Safety

EDUCATION

University of Somethingshire
Dates
BA (Hons) Degree in Business Management 2:1 Achieved

The Wonderful Academy
1990 – 1996
GCSE

Maths	A	Biology	A
English	B	Psychology	B
French	C	Chemistry	C