

CV TIPS

A positive approach to securing your next career move includes preparation of the perfect CV and how to impress prospective employers at the interview. Tips and advice given here will assist you in achieving your career aims and ambitions.

PROFESSIONAL TIPS FOR THE PERFECT CV

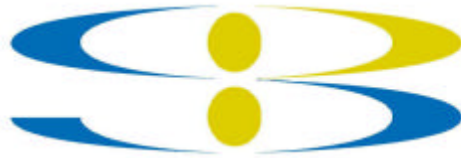
This is your marketing tool, good preparation and presentation are required to sell yourself effectively.

CV CHECKLIST

1. Finished CV should be easily understood by anyone at any level in a short time.
2. Be positive, accurate, clear and concise.
3. Avoid full personal histories - you want the recipient to want to see you to find out more.
4. Good quality A4 paper and printing.
5. Page 1 Personal Details followed on Page 2 by Career Experience - length will vary according to age but never exceed 4 pages in total.
6. Name on every page.
7. Do not leave years unaccounted for.
8. Avoid waffling - unnecessary to pad out to a narrative.
9. Post out in A4 envelopes to avoid folds/creases.
10. Send a copy of your CV to your referees.
11. Always send CV to named person - if unsure, telephone the company and ask.

CV FORMAT

Name:	Surname followed by first names
Address:	Include postal code
Telephone Nos.:	Full dialling codes - office and home
Email Address:	State whether home or office email address
Nationality:	Include any relevant details i.e: work permits etc
Date of Birth:	16.06.61 (37 years)
Status:	Married or single (avoid divorced/separated/engaged), (optional) Number of children & ages
Profile:	4-5 lines summarising what you are looking for with an indication of previous experience
Key Skills:	List no more than six Do not include any dates Include relevant language/computer skills Use action words for description of skills, E.g. managing /supervising /designing etc.



Recruitment

Education & Qualifications

Number GCSE/'O' Levels
Do not list them unless under 25 years of age.
Give 'A/S' Levels - Subjects & grades.
Higher/Further Education:
Dates/location/subjects/result.
Membership of professional bodies.
Relevant training courses.

Interests:

Select only three or four.
Include those which show a balance of transferable skills i.e:
Team orientated
Ability to work alone
Communicative skills
Cultural development
Sporting/healthy lifestyle

Current/Last Position:

Job title, company - package (including car, medical insurance etc)

Career Experience:

Reverse chronological order.

Company: Dates:

XX - Present (if still employed)
(omit months unless limited experience)

1. Position held.

2. Company business (very briefly).

3. Job overview & Responsibilities:

Quantify

- No. of staff
- Value of contracts
- Volume of production
- Area of geographical responsibility

4. Achievements

- Result followed by method
- List in order of significance
- Positive words (succeeded, won, established, business growth etc)
- Quantify i.e.: Increased sales/production
Reduced staff by reorganisation etc

5. OMIT the use of 'I'.



Recruitment

6. Be concise - it is not a narrative. Eliminate repetition - explain similar tasks only once.

7. Action style: begin sentences with verbs to stimulate the reader eg.

DESIGN	DEVELOP	ANALYSE	ESTABLISH
CREATE	TRAIN	MARKET	IDENTIFY
REVIEW	ADVISE	PIONEER	MANAGE
LEAD	TRAIN	VERIFY	UNIFY
SOLVE	IMPROVE	PLAN	SIMPLIFY
LAUNCH	DEVISE	DIRECT	CONTROL
EVALUATE	INCREASE	RESEARCH	CO-ORDINATE
DEMONSTRATE	NEGOTIATE	RE-ORGANISE	CONSOLIDATE
SCHEDULE			

Liberal use of the above verbs to define areas of experience.

8. Experience falls into 5 main categories:

VERBAL	CREATIVE MANAGERIAL
ANALYTICAL	ORGANISATIONAL

9. Keep length in proportion to time spent with each employer - also give priority to more recent positions and reduce the volume as the years go back in time.

10. Sometimes it is appropriate to split career experience into EXPERIENCE and EMPLOYMENT HISTORY.

- EXPERIENCE would then take individual skills e.g. Management and would include aspects taken from overall career to date.
- EMPLOYMENT HISTORY would then follow with specific dates, companies, job titles and specific achievements/responsibilities.