

CV Guidance

The importance of having a well-written, concise and grammatically correct CV cannot be emphasized enough. More often than not, this is a prospective employer's first impression of you and if the CV has been compiled with the right level of professionalism, it will not be the last.

The CV needs to detail your experience, achievements and objectives and your career history. We feel that if you work to the following format and rules you will make the best account of yourself.

Presentation & Format

When compiling a CV, have clear goals and objectives as to what you are aiming for. Follow the format and titles that we have suggested; some titles are self-explanatory, others aren't so we have elaborated for you:

- Personal details
- Include - name, resides, recent job title
- Leave out date of birth, marital status, NI Number

Education & Qualifications

List all secondary education, qualifications and dates
List further education, qualifications and dates
If you have since achieved further qualifications, especially if these are industry specific be sure to detail them.

Profile & Objectives

Brief introduction: Focus here on positive traits of your character and personality. Clearly outline your career objectives, your aspirations and your motivations.

Career History

List current employer first, followed by penultimate employer and so on; follow this format for each position – but only include the last 10 years in this level of detail.

Company name

- Position or positions that you held
- Dates that you worked at company
- Brief introduction about company
- Responsibilities/Duties – detail what you did on a day-to-day basis
- Achievements – the impact and results you had whilst working in this position

Hobbies / Interests

Don't get too carried away; by all means include this section, especially if the hobbies or interests are relevant for the job you are applying for, but be brief.

Reference Points

Provide reference points and contact details for agency and company.

Customizing

Each time you apply for a job we recommend that your CV should be customized to suit that position. Identify the key strengths that apply to the position; visualize the person that the client is seeking and without fabrication match your CV as closely as possible to the profile.

Proofing your CV

A small error, or misleading information, will seriously undo all your effort. At a professional level, grammar, spelling and punctuation should all be impeccable. Spell checker on your PC is not enough - get someone else to critique it for you.

CV Checklist

- A clear and uncluttered layout makes it easy to read
- No mistakes (check grammar, punctuation, spelling)
- No more than 3 or 4 pages
- Use articulate and concise language
- No gaps in jobs and if so use an explanation why
- Make it relevant for job