



Recruitment Solutions

## How to Present Yourself to Prospective Employers:

### Your Curriculum Vitae

Most CV's are generic in design, rather than targeted for a specific role.

The most effective CV's are those that are produced, (or modified), to align a Candidates Qualifications and Experience with the Employers requirements for the subject role.

If the master, generic, document is produced correctly, editing, and fine tuning can be achieved with minimal effort.

It is essential that the CV is readily comprehensible and does not require reader interrogation to determine Candidate suitability.

From two to four A4 pages is an ideal maximum size for a CV. If a Candidate believes it necessary to compile a document with greater detail than can be accommodated within the ideal maximum, less essential information can be provided by way of an Appendix.

Frustration and disappointment can be avoided if Candidates only apply for roles where they have appropriate qualifications and experience, along with the right to live and work in the country where the role will be undertaken. Restricted rights do create issues with many Employers.

CV's presented in pdf format or with over elaborate formatting/design can prove to be problematic with most sophisticated recruitment tools designed for use by Recruitment Service Providers and the HR Departments of potential Employers.

# Curriculum Vitae

Insert Full Name

## Introduction

- The aim is to highlight your professional and personal attributes, summarising, (in 10 – 12), Bullet Points, why someone should consider your application. Include
  - Major Qualifications
  - Industry Sector Experiences
  - Technical Skills
  - Security Clearance Status (If Appropriate)
  - People Management Experience
  - Time Management Proficiency
  - Communication Skills
  - Interpersonal Skills
  - Commercial Abilities and Experience eg Budget Preparation and Management
  - IT Literacy and Self-Administrative Ability

## Contact Coordinates

- Home Address : Include Full Details
- Home Telephone : Include if Available
- Mobile Telephone : Include
- E-mail Address : Include

## Personal Details

- Date of Birth : Optional
- Nationality : Include
- Visa Status : If Appropriate
- Marital Status : Optional
- Transportation : eg Own Vehicle/Full & Clean UK Licence

## Education and Qualifications

- Dates : Include From/To
- Institutions : Include Names of Schools, Colleges, Universities
- Qualifications : Include Examinations Taken - Always Include Grades

## Professional Affiliations

- Include Membership of any Professional Associations

## Employment

- Dates : Include From/To
- Employees : Names of Employers, Locations and Description of Business
- Title of Role : Include
- Duties : Include Key Responsibilities
- Achievements : Include Major Quantification

Keep details concise for roles that were undertaken prior to most recent employment, only offering information that is helpful in reaching the next stage of your career

## P e r s o n a l   S k i l l s

- Include examples of Personal Skills that you can bring to a role
- Where possible quantify with brief, evidence-based examples
- Use Bullet Points that can be expanded upon at the interview stage
- Include Vocational Training with dates
- Include Foreign Languages with level of fluency

## P e r s o n a l   I n t e r e s t s

- Most employers are seeking well rounded individuals
- Information on interests, hobbies and leisure activities provides a potential employer with an understanding of what motivates a candidate and gives some insight into how well a candidate will integrate into the team
- Use bullet points that can be expanded upon at interview

## R e f e r e n c e s

- Provide referee contacts from two most recent employers