

## CV Preparation

**First impressions definitely matter.**

**If your CV does not attract the client's attention within the first 30-60 seconds, then believe it or not, your chances of obtaining an interview are greatly reduced !**

- An employer may typically have 15-20 CV's to look through and probably a short amount of time in which to make their selection and organise interview days and times.
- Ensuring your CV is well presented, highlighting all relevant skills and experience for the specific role you are applying for is essential !
- Most widely accepted is the chronological CV with your career history represented in reverse order with your current/most recent employment first.
- Do not leave any unexplained gaps on your CV.

### What information should a CV include ?

- Personal details:
- Education and Professional Qualifications: (including all grades and pass levels) including the names of institutions and dates attended in reverse order.
- Work experience: This should be listed in chronological order with the career history presented in reverse date order starting with most recent.
- Achievements and Responsibilities: should be listed against each role with most emphasis/detail on your most recent jobs.
- Skills: Include computer skills with level of proficiency and business language skills, detailing level of fluency as well as any other recent training courses/development that is relevant to the role applied for.
- Hobbies and Interests: Keep this section short but include all awards or commendations that might be relevant or transferable in the work environment.

### General Tips

- Use a legible font.
- A good CV should ideally cover no more than three pages.
- Do not get too creative as colours and graphics are not to everybody's taste.
- Avoid changes in tense within the same job.
- Aim to ensure the content is clear, structured, concise and relevant.
- The use of bullet points will aid presentation and relevancy, making key skills and experience easier to identify.
- A good CV needs to be tailored to each job application wherever possible. • Gaps in career history should be explained and inaccuracies avoided at all costs.
- There is no reason to include your reasons for leaving each job on your CV but be prepared to answer these questions in your interview. If you have suffered redundancy or your employer has relocated, the inclusion of this as a 'reason for leaving' can be beneficial.
- Current salary details should not be included.
- Needless to say, grammatical errors and spelling mistakes reflect badly upon an individual's attention to detail and accuracy. Check and double check before sending !

**If in doubt please call us . . . we would be more than happy to help !**