



## Recruiting for excellence

### CV – steps a guide to putting you

#### 1.Name

#### 2.Personal Statement

This brief (6-8 lines) snapshot should identify your current motivations and long term career objectives

Try to strike a comfortable balance between including information on past, present, and future as well as between professional and personal realms.  
Know your audience

#### 3.Employment History

- Start with you most recent positions
- List your job title, company name and duties
- Use bullet points to illustrate key achievements using measurable indicators (e.g. improve productivity by 50% in first year)
- Ensure your dates correspond and there are no gaps

#### 4.Education and Qualifications

List your most recent qualifications (e.g. Degree, A' level and GCSE)  
Also provide information on your professional qualifications (e.g. ACCA, CEng, CIPD)  
Training Courses (From First Aid to internal programmes)

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#### 6.Personal Details

- Full Name
- Address
- Telephone and mobile numbers
- Email
- DOB

#### 7.Hobbies and Interests

(real ones!!) Try to steer away from the usual socialising and eating out options

#### 8.References

You should normally provide 2 employment references however you can state "References available upon request" if you feel this to be a more suitable option.



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### Key tips

1. Try not to write a biography - 2 pages should be sufficient!
2. Understand the job you are applying for and make sure you use similar terminology when detailing skills.
3. You may at times have to emphasise different sections of your CV, which means editing and refining your CV template
4. Your CV should be easy to read – use bullet point formats when describing duties and key achievements.
5. Check your spelling and grammar.
6. Include a covering letter (only where necessary) this should include your key skills and experiences for specific roles.
7. Please try to refrain from using photocopies – original or emailed CV's are better for our consultants to sell your skills.