

It is important to know that your CV is your sales document. It has to capture the reader's interest in the first few paragraphs. Therefore, it is important to include relevant information in the early part of the CV.

It is realistic that you will be approaching different types of companies, so it is important to tailor the style of CV to suit e.g. large or small companies.

Remember, your CV is a tool to use to get interviews; it is unlikely that you will be offered a job on the back of your CV. Therefore, it is important to only include relevant information, leaving the reader feeling that they should interview you to find out more.



An ideal template would be as follows:

- **NAME, TELEPHONE NUMBER, ADDRESS ETC:** Put all forms of communication that someone may use to contact you. Think carefully before putting the company email address down as you may not wish your current employer to find out you intend to leave.
- **PROFILE:** Be sensible, and at the same time general. Avoid committed words such as Hate, Don't and Only which are too overpowering and may make you sound inflexible. Use words such as find, enjoy, challenge i.e. 'I find working on my own enjoyable, but take the challenge of teamwork in my stride'. Rather than 'I like working on my own and only work in a team when I have to'.



For Example:

'An experienced and successful sales person who has particular knowledge of IT solutions. Able to build relationships at all levels and present and close at senior levels. Highly proficient in the use of all Microsoft packages to intermediate level. Available immediately.'

- **EDUCATION:** Most recent qualifications first, then finish with additional/vocational qualifications. These should be things like a Customer Care Course and NOT swimming awards, music qualifications etc. You do not need to add dates of school attendance.
- **EMPLOYMENT:** In reverse chronological order (giving the month and year that you started/finished), if you have not had a job before, include any work experience. If you have had periods of work through an agency, include the name of the agency and the type of work you were doing and the names of the companies you were assigned to. Be sure to cover any gaps in your career history with the truth, i.e. re-training, travel, long term illness, etc.
- **HOBBIES AND INTERESTS:** It is important that you indicate that you have a life outside of work, include any sporting activities, clubs and society memberships. Try to think of what really interests you and how it may enhance your application. If possible avoid interests such as socialising because everyone socialises, just like everyone breathes in and out all day!
- **REFERENCES:** Put that your reference is available on request, you do not want to give away too much information to someone you do not yet know, especially if you are still working for a referee.
- **COVERING LETTER:** Is a good way of highlighting any specific skills that an advert asks for, that are not that evident from your CV. Avoid being too formal and using "long words" or complicated grammar in order to impress. Keep it simple and to the point. Write to a person if you can get a name. If not, use Sir/Madam and do not start the letter I am writing to you... as this is obvious to the reader and is too fussy. Type the letter where possible and send it on A4 paper remembering to check the postage weight if you have a large CV.



CV's can be written on a home computer (either your own, or friend or relative's) or at a library. If you borrow a PC, it is important to remember to keep a copy on a memory stick so that you can go to a copy shop and get it printed.

There are several opinions with regards to the style of a CV; some people believe that yellow paper and humorous fonts in funny letters will impress/make a difference. However, this is not always the case, so prudence says that a conservative CV will act as a good introduction.

There is plenty of time to express your personality at interview.