

CV Builder

Your CV is the first impression that a prospective employer has of you. You should look on it as a sales tool or a brochure to impress and interest potential employers enough to arrange an interview. An average of one minute is spent looking at a document that has often taken lots of time to create; therefore to make an impression the CV has to be clear and well-structured using positive, precise language so that the most relevant information is easily extracted. Clear headings should be used, breaking the CV into sections. Anybody reading a CV needs basic information before they are happy to read on, so start with who you are, where you live, and your education.

- Personal Details:** The more information given the easier for an employer to contact you, especially a day time phone number mobiles and an email address.
- Education:** A brief outline of qualifications and any other languages
- Training:** All courses that are applicable, particularly any sales courses.
- Employment:** List all jobs in reverse chronological order (that is, starting with the most recent and working backwards). State clearly for each job the dates, job title and the company name with a brief description of what it does, it is important to describe the product or service your company supplies along with the routes to market. Follow with bullet points stating your responsibilities, and then talk about noteworthy achievements and any targets that you have hit. The cv should taper as you go along, use more space giving information on recent jobs. The cv should not be longer than 2 or 3 pages depending on how long your career is. Use only simple techniques for presentation, bold for company names, job titles and dates, font size can vary slightly as well and indent to emphasise and for ease of reading, you can use a margin to isolate dates and emphasise stability. Do not use clever graphics, coloured paper, etc, you want classy and formal rather than flashy and over the top. Do not leave gaps as the worst will always be assumed, if there is a career break always give a reason for it.
- Skills:** List anything not covered that might be relevant such as IT or language skills.

NOTES

- A clear and logically laid out CV with relevant information suggests an organised, structured individual as well as making it easier to read.
- Do not use boxes, colours or flashing lights that would distract from the information or may become distorted in a different format.
- Have a look at what it looks like on a computer screen as it will often be viewed straight from your email.



- A well written and concise document written in straight forward, positive language will sell you far better than one that is padded out with irrelevant information.
- Finally, proof read and spell check the document thoroughly.
- As consultants, we don't really like personal statements or descriptions on CV's as they tend to be subjective; however some HR departments are more open on these being included.
- It really is worth spending time creating a user friendly CV, it will not get you the job but you can guarantee you will get a fair hearing as the best candidates have rarely got terrible CV's that are difficult to read. Consultants and HR departments that see hundreds of CV's every week develop a sense for a good candidate that start with what the CV looks like

