

Preparing a CV

A CV is a very personal document. Many people will dictate the format of the 'professional' CV, yet just as many others believe that the CV should be a personal document that reflects the individual and therefore should not be placed into a standard format.

However, there are some key points that are vital when preparing your own CV when applying for the assistance of recruitment consultant.

Most people assessing CV's do not have a lot of time to study them and you need to grasp their attention immediately. Start your CV with a brief overview of yourself. This should be a maximum of approximately 50 - 100 words that outlines why a prospective employer should consider you. Follow this with details of your qualifications, including places of study and dates.

Follow this with a summary of your career roles, most recent first. It can be a good idea to briefly explain the nature of the business of your employer and then list in bullet point form your key responsibilities and main relevant achievements. Stick to the facts and avoid too much body copy and avoid using 'internal' corporate jargon, remember that the reader may not know of your company. Try to briefly explain the structure and how you interact within it.

You may wish to add any personal information you feel may be of interest at the end of your CV. Always include your contact details and date of birth and qualify any undocumented periods in your career and preferably note your salaries in different roles and reasons for leaving.