

This is a general guide to CV preparation. We strongly recommend that you read this document carefully before you start typing.

 **WRITING A GREAT CV**

It just takes a little care. We will always be on the end of the telephone for guidance or on email to do a proof read for you.

 **EASY ACCESS**

Keep it simple, no boxes, columns, hypertext, and animations. It makes it really difficult for automated recruitment systems. Use short and snappy sentences, bullet points and summarise key roles and achievements.

Use proper spacing and break narrative down into digestible chunks. Do not try and bulk it out, short and to the point is best.

 **SKILLS AND EXPERIENCE SUMMARY**

Use the first page to summarise all your skills and experience. Try to define skills by length of exposure, training, qualifications etc. Emphasise recent and current skill sets. Support experience with where gained and to what level of responsibility.

 **WRITE IT IN ORDER**

Most recent experience first. Stress key achievements in each role. Describe experience and clearly state reasons for leaving.

 **EXPERIENCE**

CV should clearly and accurately demonstrate your suitability for the role in relation to the job you are after. Describe how you acquired experience for each position you have held.

 **ESSENTIAL INFORMATION**

Include full name, address, telephone numbers, education, availability and/or notice period, type of work required (Contract and/or Permanent), eligibility to work in the UK, brief details of hobbies & interests.

 **TAILORED**

Tailor your CV for each role you apply for, or include cover letter highlighting relevant experience. Use the job description as a reference point and ensure relevant experience is detailed in your career history.

 **PROOF READ**

Get someone to critique and proof read your CV.

 **STATE YOUR REQUIRED ACTION**

Do you want a call to discuss your CV? Can we submit you against any roles we see fit? Do you want us to work on your CV?

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**Service Portfolio**  
Executive Search and Selection  
Interim Management  
HR Consultancy