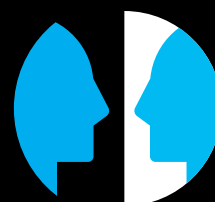
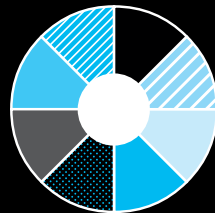




CREATING AN EFFECTIVE CV



FOUNDATION
RECRUITMENT



CV STRUCTURING

A CV is your sales document; it must be a sharp, engaging and polished document. Even when you are working with a talented recruiter, they alone cannot secure you an interview. It is essential that your CV fully supports all of your skills and experience and affirms the positive verbal introduction that we, as your representative, make to our client.

BASIC GUIDELINES

- In order to entice an employer to invest time studying your CV in detail, it must be an interesting and thought provoking document, that differentiates you as a candidate from other applications they may receive.
- It is crucial your CV is a true and accurate reflection of your history. We would strongly advise against over-embellishment or ambiguity; referencing will always highlight any inaccuracies.
- You must make your CV directly compatible with the job you're applying for - study the job description and consider tailoring your CV to focus on your directly relevant career experience.
- The length of the document is very important. We often receive CVs that are far too long; remember that clients are busy and will not have the necessary time (or appetite), to dedicate to reading a lengthy document. The aim is to provide enough relevant and engaging detail to be invited to interview with points that you can elaborate on during the meeting. Two pages (three at most), should be your target. Your third page (if required) could be a highlights/project/deals list.
- Please ensure that you spell check your CV. This may sound obvious but we do receive CVs that include spelling mistakes which suggests a basic lack of attention detail from the candidate and ultimately a bad first impression.

INDIVIDUALITY

We do not put your CV into a template.

We believe that a CV should be individual. However there are certain protocols that you should follow:

- Your name, address and contact details at the top of the page.
- Include a 'profile' of around 3 lines which summarises you, your skills and your aspirations.
- List your career in reverse chronological order beginning with your current role. State the company, the position and dates you were employed from and to. It is useful to include a brief description about the organisation and areas of operation, size etc.
- When setting the scene of your career history, always work "macro to micro". Deliver the big picture first - the company's activities; the team make-up; your position in the team and reporting line etc. then move onto your responsibilities.

- Under each of your jobs held (ideally adopting bullet points), write a number of lines describing your objectives and responsibilities, including teams managed (the more recent roles generally warrant more bullet points).
- Again utilising bullet points, include key achievements during your time in each role; this is an opportunity to shine and set yourself apart from other candidates applying for the role.
- Include a small section regarding your education. This rarely needs to be too detailed, especially for more senior candidates with extensive industry experience.
- Include other qualifications that are applicable to your career - courses and training days that assist you in your role, again adding gravitas to your application.



- Interests - try to include around two lines of your interests and hobbies outside of work. Some employers take an unenthusiastic view of an application if none are included as this section is important when an employer is considering culture fit.
- References can be listed if you have space or you may add the line 'references - to be provided upon request'. Be sure to let your referees know!



STRUCTURING A STRONG CV TAKES TIME

To ensure that it truly represents you and sells you strongly, it's important that you view its creation as you would a client report or board submission. Allocate an appropriate amount of time and importantly write it when in the right frame of mind!

Writing a CV after a long, draining week when you may have lost perspective of what you are seeking to really achieve may not be the best time to try and deliver a positive, punchy document! Weekends are often the best time to attempt your first draft. We can help you in getting to the finished article from there.

We hope that these pointers help you in creating a document that you are proud of. If you would like to discuss any element of your CV production we would be delighted to assist, we often work with candidates to strengthen their CVs.

