

Smart Group

Recruitment

Solutions

# GUIDE TO A CV

successful

**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, AGE, ADDRESS ETC.** Put all forms of communication that someone may use to contact you. Think carefully before putting the company e-mail 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.*

● **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.

● **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!

a life  
outside  
of work

● **REFERENCES.** Put 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 disk so that you can go to a copy shop and get it printed. Alternatively, there are companies such as A1 CVs that will produce you CV for a fee. These services are often found in the lineage adverts in the recruitment pages or in the local phone book,

**T**here are several opinions with regard to the style of a CV; some people believe that yellow paper and **HUMOUROUS** 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.

**BOURNEMOUTH**  
81A Old Christchurch Road  
Bournemouth  
Dorset BH1 1ES  
Tel: 01202 629000  
Fax: 01202 629001

**CHRISTCHURCH**  
39 Bargates  
Christchurch  
Dorset BH23 1QD  
Tel: 01202 471200  
Fax: 01202 471746

**DORCHESTER**  
5 High West Street  
Dorchester  
Dorset DT1 1UJ  
Tel: 01305 755888  
Fax: 01305 755889

**POOLE**  
15 Chapel Lane  
Poole  
Dorset BH15 1NU  
Tel: 01202 665522  
Fax: 01202 665559

**YEovil**  
Waterloo House  
Waterloo Lane, Yeovil  
Somerset BA20 1TF  
Tel: 01935 411147  
Fax: 01935 411177

Email:  
talk2us@smartgroup.co.uk

www.smartgroup.co.uk