

The Performance Group

A badly produced CV is likely to end up in the Personnel Managers waste bin. To reduce the risk of this happening and to give you the best possible chance of being invited to an interview use the following guidelines.

Purpose of a CV

- A company launching a new product will spend time, effort and money on advertising the product so that customers will buy it.
- A CV is your “Personal Advertisement”. The purpose is to convince the reader that they must see you. Therefore, be prepared to spend a little time and effort to launch yourself onto the job market.

Appearance of a CV

- Think about the paper you will use. Unless you are applying for a job in design or marketing neither the paper nor content should be startling.
- Choose good quality 110gm paper. It should be white, cream or a similar understated colour.
- Even though you may have neat and legible handwriting, your CV should always be typewritten or produced on a word processor.

Layout & Content of a CV – Use the template provided!

Your CV should be no more than 2 pages long. If you have limited work experience then 1 page is acceptable. Divide your CV into 3 sections as follows:

Section 1

- Personal details, your name in full, address, telephone number and if the job requires you to drive include details of your driving licence.

Section 2

- Details of school(s) you attended from 11 to 16. A prospective employer will not be interested in your primary education. Include any qualifications you have attained. Include details of further education and training with any qualifications you may have gained.

Section 3

- Employment history. Start with your last or current job first and work backwards. A prospective employer is interested in what you are doing now.
- Include the dates, employer and position held. Don't worry if all you have done is deliver newspapers or worked in a shop at weekends.
- For each job write a “boasting paragraph”. A short paragraph detailing your achievements e.g. “I took part in a campaign to attract more people to have newspapers delivered and gained five new customers on my round”. Do not lie or embroider the truth, you will be found out.

References

- Include two referees, one of which should be a personal reference but not a member of your family.

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Covering Letter – Use the template provided

- This should be written on exactly the same type of paper as the CV.
- It should be handwritten as a CV could have been produced by anybody. A hand written letter demonstrates your literacy.
- Ensure that your letter answers any questions that were asked in the advertisement that you are responding to.
- Make sure that you check your spelling or have someone do it for you.
- Paperclip the letter and CV together and place it unfolded into an A4 envelope. If you fold your CV all your efforts have now been wasted on a creased piece of paper.

