

**biz executive**

CV ADVICE

# CV ADVICE:

Your CV is the vehicle by which you present a selection of facts about yourself to a prospective employer with the aim of securing an interview. There is essential information that one must include in a CV as well as various faux-pas that should be avoided. Your BIZ Executive consultant can help you in the best approach to maximise the impact of your CV to your chosen discipline but here are some general tips that have proved useful:

## Length

A good CV should not exceed 2 sides of A4. If you find that you have gone over this limit ask yourself whether all the information you have included is relevant to the position you are applying for and whether you have made the best use of font size and paragraph alignment. Bullet pointing information is often the best way to reduce prose. Employers are always inclined to remember punchy, energetic resumes.

## Content

A CV that is orientated to the needs of the employer is often the best approach and can be split into sections for easy reference:

### Profile:

- Summarise your main skills.
- Use key words.

### Personal Details:

- Include all your contact details, including home, mobile phone and fax numbers, as well as email and home address.
- Nationality.
- Marital Status.
- Date of Birth.
- Give details of any work permits you have.

## **Employment History:**

- Give an up-to-date account of previous employment without gaps (you may be questioned about this at interview).
- List of all duties, responsibilities and achievements/highlights, starting with the most recent first.
- If you are moving sector emphasise the skills and experience you have relevant to that sector.
- If you can, finish this section with a summary of the personal, business and technical skills you developed as a result of your employment.

## **Education/Qualifications:**

- Start with the most recent first.
- School/ College/ University name and location only, do not bother with the full address.
- List all qualifications.
- Wherever possible quantify your results. Obvious exclusions will be picked up at interview.
- Give details relevant to the position to which you are applying, such as focused modules.
- Generic skills such as IT, competence in databases, spreadsheets etc. can be included.
- Employers are often keen to see evidence of foreign languages spoken and at what level.
- IT skills, online database use, professional skills and languages help you stand out from the crowd.

## **Computing:**

- Can be a section on its own dependant on the job so include details here. Otherwise include under Education/Qualifications.
- Mention skills/knowledge of Hardware (PC/MAC), Operating systems (Windows/Linux) and Applications (Microsoft Word, PowerPoint).
- Any Programming experience?

### **Transferable skills and Key attributes:**

- Employers often mention this if missing from a CV or not included within previous sections.
- Details should include Business, IT, Personal or Job specific.
- Provide evidence – don't just make statements.

### **Other Information and Interests:**

- Expand on any clubs you are part of, memberships you have or sports you play. Team activities are often viewed favourably. Include level of responsibility as necessary.
- Include details of relevant licenses.
- Any material published?

### **Career Objectives:**

If not already included within the previous sections then do so here.

- Demonstrate a clear understanding of the job and provide evidence of your having the specific skill set required by the company for the position advertised.
- Use words that were included in the job description e.g. Quantitative Analysis, Reservoir Modelling, VAR.

### **References:**

- Always give full contact details of at least two referees. Usually these are personal, academic and/or from your previous employer.