

CV TIPS

A CV is important. It is the medium by which you will present yourself to a potential new employer when seeking that next career opportunity.

There are many (and varied) ways in which you can present information about yourself. Below we have shared our extensive recruitment experience to provide you with some easy to follow (and hopefully) useful tips that will assist you when creating a CV for yourself.

There are a couple of obvious things to state first and foremost. Some of these you will already know: -

- Keep it short

When an employer is looking to recruit, they will select candidates for interview both on the skills that they can see in the CV and the way in which the CV communicates the candidates' skills. Remember, these are busy people. They have limited time to read through potentially a great number of resumes. If your resume communicates your information quickly concisely and (more importantly) your relevance to their need, you are already on the shortlist!

- Highlight your achievements

Some candidates focus too much on what they actually do more than what they have actually achieved. By demonstrating examples of your achievements against objectives set you are providing that much more relevant information. If you have a target and you have achieved or exceeded this, explain what the target was, how you performed against it and (if possible) examples of notable achievements.

- Be honest

It has been noted (and was common practice some years ago) for a candidate to present a CV without ALL information. The justification for this was "I have too many jobs!" or "I will not get a great reference from that employer". Today this is not acceptable practice. It is far better to present yourself candidly to an employer so that they can "take a view" on all of the facts. If this leads to you being unsuccessful in your application, there is nothing that can be done. Far better to be unsuccessful at this point than to be "found out" in the referencing / vetting process. This can be both damaging to your career and place you back in the position of seeking a new position with an additional position you have left to justify. It also destroys the trust between employer and employee – in exactly the same way that it would if the employer were untruthful in their presentation to you.

Securing a career opportunity is a two way meeting. There has to be a mutual "buy in" by both parties and benefits to both in proceeding. If this "buy in" is based on incorrect information, this will usually lead in termination when discovered.

- Choose a simple format

Word processing power has developed significantly over the last two decades. Whilst these tools are useful in making a presentation document, they can distract from the main objective. "Snazzy" fonts and formats, with no information, will not fool a potential employer. At Oasis we use a simple "Time New Roman" 12pt font in black and white. This is consistent throughout all of the CV's that we

present. The eye is not drawn to a distracting colour of font size and the potential employer can read this quite easily.

- Make clear sections

The following suggested sections are relevant to 99.9% of all Vs.

1. Personal Information
2. Education / Qualifications / Training
3. Career History

We have attached an example of the format used by Oasis. We believe that this gives sufficient / concise information AND has the added advantage of having the most impact on the first page.

- Choose a universal document type

In line with our “keep it simple” recommendations, we have a final suggestion. Make sure that, having prepared an excellent CV that this can be read by all of your intended recipients. The use of e-mail when applying for a position is excellent – however, you want your document to open and be viewed by as wide as audience as possible.

Suggested document formats include:

| | |
|----------|---|
| MyCV.DOC | (Microsoft Word) |
| MyCV.RTF | (Rich Text Format – Universal) |
| MyCV.TXT | (Text only format – Universal) |
| MyCV.PDF | (Adobe Reader – available as a free download) |

We hope that these suggestions are useful to you and wish you every success in your career endeavours.

Oasis Recruitment Limited

MY CURRICULUM VITAE

PERSONAL

Age: XX years
DOB: dd Month 19yy
Nationality: British (e.g.)
Marital Status: Married (e.g.)
Resides: 53, The High Street, Essex CM12 4BW
Contact Details: T. 01378 2xxxxx M. 07777 777777
E-Mail: me@myemaildomain.co.uk

EDUCATION

- 200X University / Distance Learning Qualifications.
- 199X Higher College Qualifications
- 199X High School Qualifications.
- 199X School Leaver Qualifications

Training

- 200X relevant vocational courses
- 200X recognised equipment courses

EXPERIENCE

May – to
200X date

Current Employer, County/Location
Current Position
Responsibilities include:

- Duties one
- Duties two
- Duties three

Achievements:

- Target of XYZ – Achieved BZW
- Objective ABC – Achieved DEF

Sept – May
199X 200X

Previous Employer, County / Location
Position Held
Responsibilities include:

- Duties one
- Duties two
- Duties three

Achievements:

- Target of XYZ – Achieved BZW
- Objective ABC – Achieved DEF