



greenfields

SELF HELP PACK

“CREATE YOUR OWN CV”

This Self help pack has been developed by greenfields © to help you generate your own CV.

By using this format you can be confident that you will include the essential information necessary to apply for any role you are interested in. Typically you should also send a cover letter with your CV to inform your potential employer of the reasons for your interest in the advertised role, and to draw to their attention those skills and experiences that are a particularly good match to the targeted role.

Note : information is presented in tables to ensure text is aligned properly – in your final draft you can remove the lines to improve the appearance of your CV. (format/ borders& shading – click “none”)

COVER SHEET :

Imagine your CV in a pile of others – how will it stand out amongst all the others?

By placing your CV in a presentation folder and using a cover sheet you can ensure your application looks professional. You should choose a font that is consistent with the type of business you are applying to for example Comic Sans looks informal, Arial looks modern, and Times Roman looks traditional – what image do you want to create?

Whatever you decide the front sheet should convey key information clearly :

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<p>CURRICULUM VITAE</p> <p>for</p> <p>[NAME] [SURNAME]</p> <p>Updated : [DATE]</p>

PERSONAL DETAILS

NAME :		
CONTACT ADDRESSES :	Home:	Term Time :
CONTACT NOS. :		
E-MAIL ADDRESS		

Note : Since the introduction of Age discrimination legislation there is no longer a need for you to include your date of birth here.



PERSONAL PROFILE

Write a short paragraph which describes your strengths, particular skills, energies and drivers. Articulate your career ambitions and what you are looking for in your next move.



Handy Hint : Think carefully about whether or not you want to include this section. CV's put together by agencies for their clients tend to include a personal profile. Many HR professionals are therefore skeptical that CV's with personal profiles have been written by the individual - as a consequence they may think the CV has been written with some "poetic licence"!

EDUCATIONAL QUALIFICATIONS

INSTITUTION	QUALIFICATION	GRADE (obtained/expected)

Handy Hint : Where your degree subject is directly relevant to the role you are applying for, it is helpful to the future employer to understand which modules you studied and the grades you received.



PROFESSIONAL WORK EXPERIENCE

NAME OF ORGANISATION, COMPANY/DIVISION – start with your most recent experience first

Write a short paragraph on the type of organisation you were employed by. Give an indication of the nature of its business, its geographical coverage, financial turnover, number of employees, its culture and any other elements that help describe the context in which you were/are working. If you are employed by a Group of companies it would be helpful to describe how the part that you work for fits in with the rest of the Group.



Handy Hint : Take a look at the company's annual report or web site, this kind information will be provided and you can be comfortable that it is appropriate to make these details public

CURRENT JOB TITLE, DIVISION

Insert a short paragraph to describe your role. Clarify who you report to and if you have a team yourself, identify numbers and the nature of their roles eg. What proportion are managers or professional employees or transactional employees. If you are responsible for a profit centre record the relevant metrics. If you are a budget holder you may want to record the financial dimensions of that budget. Ensure you "paint a picture" of what you do, describe the purpose of your role and its scope – include the kind of interfaces and relationships that you maintain in order to deliver your role.

PROFESSIONAL WORK EXPERIENCE (continued...)

REPEAT JOB TITLE, ORGANISATION

Key achievements to date include :

- Identify in bullet point form no more than 5 or 6 achievements that you are particularly proud of
- Use statistics or Key Performance Indicators that help demonstrate your success
- Ensure you pick out those achievements which are pertinent to your current application

Handy Hint : If you are responding to an advert check to see if you are using the same language – by rephrasing your achievements in the language of the target organisation you will look like you fit the person specification more closely.



ADDITIONAL WORK EXPERIENCE

Where you have work experience that is not directly related to the role you are now applying for, think about the relevant and transferable skills you acquired along the way

Organise your work experience by business sector eg. Retail; Manufacturing, Logistics; Financial Services

X Industry

Key achievements :

- ?
- ?
- ?

Key transferable skills :

- ?
- ?
- ?

Y Industry

Key achievements :

- ?
- ?
- ?

Key transferable skills :

- ?
- ?
- ?

ADDITIONAL SKILLS

List here those skills that cannot be automatically assumed from your experience to date, languages and computer skills are typically included here.

INTERESTS

List here those activities which you enjoy and which give your prospective employer a sense of the "whole" person. If you have taken a key role in societies at University then this can help demonstrate leadership, teamwork, initiative etc.



Handy Hint : It is often this information that catches an interviewers attention, be sure to mention those interests which you think are likely to provoke discussion.

REFERENCES

Will be supplied on request.