

Be really familiar with your CV as you will be asked questions about it.

Creating Your Own CV

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Driving Licence: Yes

Focus on your professional strengths which are relevant to the position you are applying for.

PERSONAL STATEMENT

I am tenacious, confident and self-motivated. I enjoy interacting with people and thrive in a demanding, fast paced environment. My key strengths are communication, organisation, remaining effective under pressure and customer service excellence. My most significant recent achievement is the development of a niche area of recruitment within the Office Personnel team.

Aberdeen University (2006 – 2010)	BA (Hons)	Business Management 2:1
Grantown Grammar (2000 – 2006)	Highers:	A – Maths A – English A – History A – Craft and Design
	Standard Grades:	8 at Credit Level

Ensure relevant and up to date qualifications are included.

Include the company name and your job title.

CAREER HISTORY

Name of Employer: Thorpe Molloy McCulloch
Nature of Business: Recruitment
Position Held: Recruitment Consultant
Dates From/To: September 2010 - Present

Include months and years in your date information and be honest about any time when you were not working.

Duties and Responsibilities:

- Develop client relationships by effective, regular communication.
- Attract and screen prospective candidates.
- Select candidates for client vacancies.
- Prepare and advise candidates for interview and support temporary candidates once placed.
- Manage high job flow for temporary and permanent positions.
- Member of the sports and social committee.

Name of Employer: Thorpe Towers
Nature of Business: Hospitality
Position Held: Receptionist
Dates From/To: May 2007 – September 2010

If you have had many jobs provide detail for those most relevant to your application. Summary information for the other jobs you have had will prevent your CV from becoming too long.

Duties and Responsibilities:

- Manage check-in and departure procedures.
- Handle all reservation enquiries received by telephone and email.
- Resolve guest complaints.

SYSTEMS EXPERIENCE

Microsoft Word, Excel, Outlook – Competent.

KEY ACHIEVEMENTS

- In the last 12 months I have secured 4 preferential agreements with new clients.
- I won the internal award of Recruiter of the Year as voted for by my colleagues.
- Part of a team, I helped raise £10,000 for our nominated charity, Maggie's Cancer Care.

Sell yourself, but don't over exaggerate.

HOBBIES / INTERESTS

During my spare time I enjoy sport and keeping active. I enjoy mountain biking and I am a regular snowboarder during the winter months. In the future I hope to compete at golf towards a higher level.

This is an opportunity to show more of your personality by sharing information on your hobbies and interests.

REFERENCES

Available on request.

You can provide referee contact details in your CV but if you are more comfortable with prospective employers checking for your consent first, then it is easier to provide referee information on request.

CV Do's and Don'ts

DO



- Follow the layout we have provided overleaf.
- Use a font that is easy to read and looks professional.
- Keep your personal statement concise.
- Regularly update your CV so you can apply for jobs quickly and efficiently.
- Remember to review your CV before you apply for a job. Highlight information which is most relevant to each application you make.
- Always be honest. Employers do check the details of your CV. Incorrect information will negatively impact your application when it comes to light.
- Place your education and work experience in chronological order, with the most recent at the top.
- Sell yourself! Sometimes it can be difficult to write down all the things you've achieved but it really is very important that you do – the other candidates applying for the job will!
- Check your spelling and grammar, it is very important that there are no mistakes as it will appear that you have not taken time with your application.
- Include any voluntary work you have performed.

Don't



- It is not necessary to include a head and shoulders photograph in your CV. However, if you decide to do so, please ensure that you appear professional and well presented.
- It is not necessary to provide your age, marital status or gender.
- Don't write in the third person, for example "Amy is hard working and uses her initiative to solve problems effectively" is incorrect. Writing in the first person is much better, "I am hard working and use my initiative to solve problems effectively."
- Don't provide long lists of information.
- Don't include anything too unusual in your Hobbies/Interests section. There is a fine line between interesting and wacky.