

## CV Compilation – Guidelines

Below is a brief outline of the information your CV needs to contain, written in the order it should appear on your CV:

### 1) Personal contact details

Home address, email address, telephone and mobile numbers.

### 2) Personal Profile

Words to describe your key strengths and best personal attributes eg good communicator, excellent organisational skills, motivated, team-player etc

### 3) Career History

Starting with your present company and working back:

- Name of company
- Dates employed (month & year – start and end dates)
- Title/Position
- Brief description of company eg Internationally renowned company specialising in the supply of cosmetics and fragrances, or leading UK company specialising in the supply of top quality kitchen accessories etc
- Brief summary of position eg number of direct reports, who you report to, what your principal role in the company is
- List responsibilities in the role
- List achievements. NB where possible be factual i.e. increased sales by +10% year on year; exceeded budgeted turnover by +20%; list any awards achieved, position in sales team/region etc

### 4) Education & Training

Give years of attendance from secondary education onwards plus name of establishment eg 1965-1973 xxx School, York

List qualifications achieved eg 5 'O' Levels, 3 'A' Levels (it is not necessary to detail which subjects)

Give details of any further education and/or vocational training plus qualifications achieved and in which subject eg degree (2:1 in xxxx), BTEC in X, HND in X, City & Guilds in X etc

List any (relevant) training courses attended subsequently eg Time Management, Sales / People Management courses etc

### 5) Computer Literacy

Give details eg proficient in Word, Excel, Email, Internet

### 6) Personal Details

Give following information:

- Marital Status (any children?)
- Driving (full, clean UK driver's licence?)
- Hobbies/Interests
- Anything else you think would be relevant to a prospective employer to enable him to build a complete picture of you