

CV Top Tips

PREPARING YOUR CV

- Keep to two pages.
- Make sure it is well laid out and understandable.
- Leave plenty of white space and ensure size and font is consistent throughout, and use a professional font such as Times New Roman or Arial.
- Use spell check and ask someone to proof read it.
- Save it in a Word format, not as a jpeg or pdf.
- Use clear language and avoid exaggeration.
- Don't use acronyms or military terminology - the reader may have no experience or understanding of the military.
- Explain military training and qualifications and how they translate in the civilian work environment.
- Use the information from your Personal Development Record which will highlight your duties and also your performance.
- Include full name, address, telephone numbers, email, profile, professional experience and qualifications.
- Ensure dates are accurate and consistent and explain long career gaps.
- Start with the most recent position and work backwards.
- For each job include title, key functions and notable achievements.
- Include details of what business the employer was in.
- Summarise your skills, technical and managerial, as well as soft skills such as meeting deadlines, in a profile at the top.
- Avoid making your CV too general. Service people have a diverse list of skills, qualifications and experiences, but do some research in advance and work out what career paths you think you want to follow. If you are unsure, then talk to us!
- If you are looking for a particular type of role, then do tailor your CV towards it, flagging up particular skills and experience that are most relevant to that role. If you are undecided between different types of role, create different CVs for each.
- Use company websites and job postings to work out what skills and experiences employers are looking for to fulfil certain roles.
- Do not include information that isn't relevant to the specific role or the civilian workplace in general.
- Quantify your experience and qualifications using numbers or percentages. Eg. How many staff you managed, size of budget you managed, percentage increase or decrease in goals.
- If you have been in Combat, leave out details. Tone down references to battlefield.
- Ensure that your voicemail message and your email address are both professional and appropriate for when people contact you.
- What do you see yourself doing in 5 years?

CV Top Tips continued

General

- Use concise, unambiguous sentences; avoid exaggerations and a 'flowery' writing style
- List responsibilities and achievements within each of your roles
- Be proud of your military background and don't undersell your experience
- Include all key dates of your career history
- Ensure all dates are accurate
- Explain any long career gaps (e.g., travelling, maternity leave)
- Don't change tenses. Always write from the first person

Approach

- Tailor your CV for the specific vacancy you are applying for. Think of what they are looking for and explain why you would be ideal for that position
- Include a brief summary of significant technical and managerial skills where appropriate, as well as soft skills (e.g. able to meet deadlines). Include specific accomplishments (e.g. organised adventure training expedition)
- Describe what you did 90 percent of the time, not 10 percent of the time
- Highlight your successes and the skills you used to achieve them
- Focus on information that is relevant to your career goals
- Stress what skills are transferrable to support your new career objectives

Formatting

- It is important to make sure your CV is well laid out so that it is easy to read and understandable
- Leave plenty of white space. Ensure size and font are consistent throughout
- Always use the spell check function and get someone else to proof read it

Example CV 1

NAME

Address

Tel: XXX (home), XX(mobile)

Email: XXX

PERSONAL PROFILE

An energetic, reliable and diligent Administrator, with over 6 years experience in various administrative roles. Excellent communication and interpersonal skills, together with the ability to be proactive and able to assimilate new information quickly and efficiently. Thrives on pressure, showing initiative and resourcefulness.

PRINCIPAL SKILLS

- Working knowledge of Microsoft packages (Word, Excel, Access, PowerPoint and Outlook) and the Internet.
- Proven to meet strict deadlines with constant determination to achieve objectives.
- Solid organisational skills, adaptable and able to think on the move.
- Record keeping and producing reports demonstrating a keen eye for detail.

EMPLOYMENT HISTORY

Sure Call Recruitment Agency

Jun 09 – Dec 09

Heavy Goods Vehicle Class 2 Driver (Delivering a range of goods in and out of London)

- Delivered beverages on behalf of Eden Springs Limited.
- Delivered chilled/ frozen food on behalf of 3663 Logistics and Nisa Foods.
- Delivered building materials on behalf of Blok N Mesh Limited.
- Delivered pallet material on behalf of Palletways.
- Delivered household furniture on behalf of Harvey's.

Integrated Solutions

Aug 08 – Jun 09

Heavy Goods Vehicle Class 2 Driver (for DHL Tradeteam which is one of the largest logistic chains in the UK)

Delivered beer, wines and spirits to various pubs, hotels and restaurants throughout London.

Johnson Controls Limited

May 08 – Aug 08

Facilities Management Administrator (contracted at Cadbury House which is the largest chocolate manufacturer in the UK)

- Provided clerical assistance to the Facilities Management Team in the delivery of facilities services. The team comprised approximately 20 individuals.
- Maintained records such as financial data, purchase orders, work orders.

- Assisted Facilities Management with processing job requests.
- Received and answered queries by telephone, e-mail or in person.
- Provided assistance to the Maintenance team as required.
- Monitored and responded to the Facilities Management Mailbox.

Her Majesty's Armed Forces (Army)

Apr 02 – May 08

Military Clerk – Lance Corporal

(Squadron Clerk responsible for a squadron of approximately 150 soldiers)

- Managed soldiers' pay and allowances.
- Completed disciplinary documentation and initiated holiday and travel documentation.
- Completed the required documentation on compassionate and welfare procedures.
- Prepared minutes for meetings and conferences.
- Sent and received messages by telephone and prepared signal messages for signature by the releasing officer.
- Solved administrative problems by reference to relevant publications.
- Maintained an office library.
- Filed, registered and despatched unclassified correspondence as well as protective marked documents up to "top secret".
- Maintained physical office security and clerical confidentiality.
- Applied a working knowledge of the requirements of Health and Safety at Work to the office environment.
- Operated radio communications equipment at unit level.

Cimpex Group of Companies

Jan 00 – Mar 02

Sales and Marketing Representative

- Responsible for the sale of household appliances and furniture.
- Demonstrated technical selling skills and product knowledge in all areas listed above.
- Maximized opportunities in the process of closing a sale resulting in the taking of market share from larger competitors.
- Assisted in the implementation of company marketing plans as needed.
- Responsible for sourcing and developing client relationships and referrals.
- Adhered to all company policies, procedures and business ethics codes and ensured that they were communicated and implemented within the team.

QUALIFICATIONS

SIA Door Supervisor	Oct 2009
Diploma in Administrative Management (IAM)	Feb 2008
European Computer Driving Licence (ECDL)	Feb 2008
Educated to GCSE standard in 8 subjects including English and Maths	Jul 1994

PROFESSIONAL MEMBERSHIPS

Member Institute of Administrative Management

PERSONAL DETAILS

Full clean licences up to and including HGV Category C+E and PCV.

Example CV 2

XXXXX
Address
Telephone: XXX
Mobile: XXX
Email: XXX
PROFILE

An experienced and qualified manager with strong communication skills, Health and Safety knowledge and organizational abilities. Able to co-ordinate the activities of other departments in the achievement of set goals within limited time frames and resources. Experienced in interacting with Senior Management and Junior employees. Knowledge of accounting processes and how they affect an organization.

CAREER EXPERIENCE

24 year Warrant Officer with The XX Regiment **1986 – Present**

HR Manager **2007 – Present**

- Planned, organized and managed a team of, at least, 9 personnel in the area of recruitment and educational training. CRB cleared.
- Assessed individual performance and conducted interviews as well as write annual and bi-annual performance reports. Conducted rolling reviews on group efficiency and quality.
- Coordinated the booking of resources such as training areas, classrooms, equipment, personnel and transport. Coordination with the facilities management Company. As well as conducted all aspects of health and Safety issues.
- Liaised with other agencies such as local Police, Education and Business Company, Local Schools and Colleges and local authorities.

Project Manager **2005 - 2007**

- Established the development of an operational control centre to oversee the activities of all resources within a large department. This controlled over 1000 personnel and resources in the £10's of millions. This included the liaison with numerous civilian contractors from AgustaWestland, BAE and others.
- Brief senior managers on ongoing tasks and keep them up to date on all real time activities.
- Communicate with all sub departments whilst out on activities and co-ordinate the deployment of all necessary assets, which they needed to complete their tasks.
- Regulated the proper running of the control centre to the standards required. Arranged training for personnel to improve those standards as well as implemented a review of all practices on a regular basis.

Instructor/Coordinator

2003 – 2005

- Organized, administered and managed a department of over 25 personnel with assets of over £6 million. Which included all Health and Safety issues.
- Planned, coordinated and conducted training within that department. Monitored all qualifications and instigated further training as necessary.
- Composed all annual reports on personnel to senior management.
- Conducted the move of the department to another country with all resources and the completion of 6 weeks intense training before the successful move back to UK.

Key Achievements

Project Management

I was chosen to be the Assistant Manager of the Army Careers Show. This event hosted 15,000+ school children, teachers and local population over 5 days. The event consisted of over 500 staff and vehicles and assets worth millions, over a 2-mile square site. We were given 6 months to plan and book but only 2 days to set up and test. I was in charge of all stores, security, contracts, Health and Safety and the general day to day running of the site. The 5 days went well with no significant problems with the outcome of overall recruiting targets being exceeded in the following target year.

Manage

During a successful day to day management of a large department, we had to move the whole department with all equipment, vehicles and assets to another country and back again, without any disturbance to operations. I was to manage the movement of all stores, vehicles and personnel to and from the country as well as other departments, which consisted of over 800 personnel plus 68 vehicles and 15 sea containers worth of stores. This meant close coordination with the movement contractor. The move from and to the Country was implemented without delay and did not affect the operations.

Educational & Vocational Qualifications

NEBOSH National General Certificate.

EDEXEL Level 5 BTEC Professional Diploma and certificate in Management studies.

Chartered Management Institute Level 4 introductory diplomas in management.

City and Guilds Graduateship Award in Leadership and Management (NQF Lv6).

Total quality Practitioners Course No 75 – 2000/00749.

RSA Computer literacy & information technology Stage 1 – Ser No 7610860/110869

Vocational Training

Accounting for managers course – Which included balance Sheets, P & L, working capital, budgeting and cash flow forecasting.

Management and leadership courses. Which included HR techniques, Individual performance, development techniques, interview skills etc.

Numerous courses in teaching, instruction and presentations.
Stock control, ordering and managing courses.
Trained in Equal opportunities and diversity.

Personal Details

Full clean UK driving licence B,C1,D1.

Hobbies & interests: Enjoys hill walking, genealogy, gardening, woodwork and family life.