

# COMPASS POINT RECRUITMENT TOOL BOX

## CPR'S GUIDANCE TO A PROFESSIONAL CV

CPR'S view is that your CV is your personal document providing an overview of you, your educational and professional attributes and aspirations. It should be concise, informative and factual and highlight your particular skills and abilities to ideally match the particular employer and job you are applying to.

Whilst there is no "standard" CV format, most employers will expect and require some key elements in any CV, Recruiters can often be dealing with literally hundreds of CV's in some cases for the same job what will make yours stand out? Spelling and grammatical errors could quickly rule you out so check it thoroughly and then do it again (it would do no harm to let friends and family also give their opinion).

### LAYOUT

We advise this be written in standard typeface with bold sub headings and relevant bullet points, ideally no more than two sheets of paper, bullet points lets the client know you have the skills, the interview is where they will get more detail.

It is recommended that the following order be used:

### CONTACT DETAILS

Name, address, tel. no and email address on all numbered pages in case the pages of your CV get separated

### PERSONAL STATEMENT

This is your chance to "showcase" your particular skills and abilities and this section should be changed as required to suit the employer and job being applied for.

### KEY SKILLS

Highlight your particular skills, ideally in bullet points, ordered to match the job you are applying for.

### EMPLOYMENT HISTORY

Start with the most recent employment. In each job/position provide dates (with months to and from not just years) if there is a gap in your work history, explain it, it stops the client guessing why! We recommend using bullet points for all your responsibilities and achievements.

### EDUCATION

Again list these with most recent first. Record name of schools/colleges together and provide a bullet point list of subjects and grades achieved.

### HOBBIES/INTERESTS

This is often viewed as optional. Generalisations such as "Reading" will probably do more harm than good. However if you have little or no Employment History but some fascinating hobby then it may help (Perhaps one last spellcheck wouldn't go amiss!).