



## **Preparing your CV**

'CV' stands for Curriculum Vitae, which is latin for 'course of life'. It is essential that your CV is clear and concise and will quickly sell your experience and achievements to a potential new employer. Please find detailed below some key areas of information that is vital to include in your CV;

### **Personal Details**

- Your full name
- Your current home address  
(If you are relocating detail where you are moving to and estimated moving date)
- Your contact telephone numbers including home and mobile  
(If you don't already have an answering service on either phone make sure that you set one up)
- Your personal email address
- Date of birth  
(You do not have to include this on your CV but if you chose to do so it would be best located under this heading)

### **Personal Profile**

This is a summary of you and what you can offer to a potential new employer including your key skills and relevant work experience. This should be viewed as the opportunity to grab someone's attention so sell yourself. You should try to limit this to a maximum of 4-5 lines.

### **Career History**

Start with your most current role and work backwards in chronological order. It is only necessary to highlight duties and responsibilities of relevant jobs but brief details for all jobs should be included.

- Dates employed
- Company name
- Where you were based
- Brief description of what the Company does
- Job Title
- Reporting into
- Responsible for  
(Applicable for those with management responsibilities)
- Achievements  
(Including your billing figures, clients won, accounts managed, promotions and awards won)
- Duties and responsibilities

### **Education and Qualifications**

- Dates studied
- School / College / University name
- Qualification and grades gained
- Professional qualifications studied

**Interests**

Outline your main interests outside of work eg. sporting activities or hobbies. However, be aware that you might be asked questions about what you have included so do not highlight anything that you would not be comfortable talking knowledgeably about.

**References**

If you are going to include referee names and contact details do let them know in advance and be prepared for them to be contacted even before you get a job offer.

We hope that you have found this information useful. Should you be thinking about finding yourself a new job or just looking for some market advice please do not hesitate to contact one of our consultants on [info@listenrecruitment.com](mailto:info@listenrecruitment.com) or 01530 263902.

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