

CV Preparation

In today's increasingly competitive employment market it can be difficult to stand out from the crowd and many people underestimate the importance of a clear and detailed CV and how much it affects your chances of securing an interview. At Harmonics our Recruitment Team are experts in CV presentation and recommend the following tips to ensure your CV reaches the interview pile.

Top Tips

1. Tailor your CV for each specific application –employers expect and appreciate this.
2. Keep it simple at 2-3 pages -however do not leave out specific information assuming the employer will read between the lines of your CV – they won't.
3. Use bullet points and ensure the layout is clear and well spaced out.
4. Use simple common font type throughout – Arial 10-12.
5. Most employers prefer CV's electronically so create your CV in a common program such as MS Word so it can be opened and read easily by recipients. Avoid PDF.
6. Spelling and punctuation must be perfect – ensure you proof read and spell check.
7. Don't leave gaps unexplained –employers need explanations whether you have been travelling, studying or taking personal time.
8. Include a brief company profile of the organizations you have worked for.
9. Avoid using jargon and acronyms that the reader may not understand.
10. Above all be truthful and remember that you are selling yourself. Include positive statements and achievements.

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CV Structure & Layout

It is important to use a simple yet stylish format for your CV. Use the following headings to provide structure.

Personal Details - Name, address, home number, mobile telephone number, e-mail details

Top Tip - This is the simplest part of any CV, but many people either leave something important out, or don't put enough in. Today's job search is now completely dominated by online CV's so it is important to have a personal e-mail address set up.

Profile/Career Objective - A short paragraph on why you want the job and your key attributes.

Top Tip - A great way to add impact to your CV is to use a 'profile or career objective statement'. This is a paragraph that summarises how you see yourself, your particular strengths and what you feel you have to offer. This is a great way to encourage a prospective employer to read on. Remember to keep it brief and targeted to how this job meets your career goals.

Career History - Selected achievements from each role in reverse chronological order.

Top Tip - It is important that you know about yourself and in particular your career history achievements so that you can use this information in a CV or application form. Many people fail to include achievements and just list roles and responsibilities in CV's. You need to show what added value you brought to a particular role. Therefore it is of critical importance to gain the advantage by highlighting your work achievements.

Education/Training - Overview of qualifications, courses attended where applicable for role.

Top Tip - This is where any relevant educational qualifications are added. Don't forget to add any in house courses attended. These may not have gained you any accreditations but they are a sign of ongoing personal and professional development. There is no need to put in your leaving certificate results if you received them a long time ago.

Memberships - List of relevant associations and memberships

Interests and Further Information - List of hobbies, interests, and any other relevant information targeted at the role.

References - Select as appropriate for no more than two roles or specify available upon request.