

CV Guide

At Next Ventures we will never try to put you in to a role that doesn't fit.

We take time to listen to your goals and aspirations and will work closely with you to ensure that the organisations we present to you offers and reflects your needs.

Your CV is effectively a marketing tool used for selling your skills and experiences. The one main purpose and objective of your CV is to get you an interview, so make sure the document is well presented as this is the first impression a client will get of you.

The best way to structure a CV is to keep it concise, positive and interesting. Take time to understand and research the role you are applying for and tailor the CV to bring out your key skills within these areas. "Imagine you're the client, what would you want to see in the CV that would make you stand out from the crowd".

Key points to include in a CV

The most common structure and contents of a CV include:

- Personal Details
- Education & Training summary
- Career summary & objectives
- Key Achievements
- Career History
- Personal Interests

The Next Ventures CV guide aims to give you tips on writing your CV and includes advice on content, layout and design. The next few pages will provide a detailed description of how to achieve this, please feel free to contact us if you have any other questions.

Key CV Content

The decision to recruit is like a buying decision on the part of an employer. This creates a very clear picture of what a CV must include. The CV must meet the needs of the target organisation where possible. You must highlight your key achievements and how they relate to the job you are applying for, and it must give the reader a clear indication of why you should be considered for this role.

To decide what to include in your CV and where, follow these principles and guidelines:

- Generally, the document should contain no more than 2 pages. Sometimes, a one page summary is all that is required.
- Your CV should be honest and factual.
- The first page should contain enough personal details for a recruitment consultant or potential employer to contact you easily. **To include: Full name, Address, Contact details (Daytime & Evening telephone numbers/ E-mail), Nationality including work permit/Visa Status for foreign nationals and Marital Status.**
- Choose a presentation format that allows you to headline key skills, key achievements or key attributes.
- Your employment history should commence with your current or most recent job and work backwards.
- Achievements should be short, bullet-pointed statements and include your role, the action you took and a comment on the result of your action. Where information clearly demonstrates your suitability for the vacancy you're applying for, and enhances your chances of being short-listed, include this information near the beginning of the CV.
- Leave out information that is irrelevant or negative.
- Include details of recent training or skills development events you have attended which could be relevant.
- List all your professional memberships and relevant qualifications.

What to exclude from your CV

- Attaching photo's – Unless the position specifically requires it, never do it!
- Negative information, such as your reasons for leaving as these can often be misinterpreted.
- Salary levels and salary progression, these too can be misinterpreted and could screen you out of the process
- Do not leave unexplained gaps in your CV
- References – These are required at offer stage, and by doing so will give you time to brief your referee

CV Presentation

- When you submit a printed CV to a recruiter or a potential employer, it is likely to be the first thing they get to see that represents yourself. Therefore, you need to present your CV well and make it user friendly. For example:
- Use a good quality paper. In most cases, be conservative and print your CV in black ink on white paper. Covering letters should use identical stationery.
- Lay your CV out neatly and make sure the document is not cluttered.
- Don't make the margins too deep or too narrow
- Resist writing lengthy paragraphs - be concise
- Careful use of bold type can be effective
- Use an easy to read font such as Times New Roman or Arial, and with the main are fairly standard
- Do not use a type size less than 11pt.
- Check for spelling or typographical errors - whoever actually types your CV, errors are YOUR responsibility. Don't rely on a spell checker. If you're not sure about a word, resort to a dictionary. Sloppiness and lack of care could be heavily penalised.

