

Be really familiar with your CV as you will be asked questions about it during an interview.

# HOW TO STRUCTURE YOUR CV

**Sabia Rahman**

T 07712 345 678 E srahman@tmmrecruitment.com

Focus on your professional strengths which are relevant to the position you are applying for.

## PERSONAL STATEMENT

I am tenacious, confident and self-motivated. I enjoy interacting with people and thrive in a demanding, fast paced environment. My key strengths are communication, organisation, remaining effective under pressure and customer service. My most significant recent achievement is the development of a niche area of recruitment within the Office Services team.

## EDUCATION

Aberdeen University (2018 - 2022)	<b>BA (Hons):</b>	Business Management 2:1
Grantown Grammar (2012 - 2018)	<b>Highers:</b>	A - Maths
		A - English
		A - History
		A - Craft & Design
	<b>Standard Grades:</b>	8 at Credit Level

Include the company name and your job title.

Ensure relevant and up to date qualifications are included.

## CAREER HISTORY

Name of Employer:	TMM Recruitment
Position Held:	Recruitment Consultant
Dates From/To:	September 2022 - Present

Include months and years in your date information and be honest about any time when you were not working.

### Duties and Responsibilities:

- Develop client relationships through effective, regular communication.
- Attract and screen prospective candidates.
- Select candidates for client vacancies.
- Prepare and advise candidates for interview and support temporary candidates once placed.
- Manage high job flow for temporary and permanent positions.
- Member of the sports and social committee.

Name of Employer:	Thorpe Towers
Nature of Business:	Hospitality
Position Held:	Receptionist
Dates From/To:	May 2019 - September 2022

If you've had many jobs provide detail for those most relevant to your application. Summarise the jobs which are not relevant to prevent your CV becoming too long.

### Duties and Responsibilities:

- Manage check-in and departure procedures.
- Handle all reservation enquiries received by telephone and email.
- Resolve guest complaints.

## SYSTEMS EXPERIENCE

Microsoft Word, Excel, Outlook – Competent.

Sell yourself, but don't over exaggerate.

## KEY ACHIEVEMENTS

- In the last 12 months I have secured 4 preferential agreements with new clients.
- I won the internal award of Recruiter of the Year as voted for by my colleagues.
- Part of a team, I helped raise £10,000 for our nominated charity, Maggie's Cancer Care.

This is an opportunity to show more of your personality by sharing information on your hobbies and interests.

## HOBBIES / INTERESTS

I'm a content creator for therapy dog charity Happy Pals which gives me a fun and constructive outlet for my love of photography. I enjoy mountain biking and I am a regular snowboarder during the winter months.

## REFERENCES

Available on request.

You can provide referee contact details in your CV but if you are more comfortable with prospective employers checking for your consent first, then it is easier to provide referee information on request.

# CV DO'S & DON'T'S

## DO

Use a font that is easy to read and looks professional, such as Helvetica, Arial or Calibri.

Keep your personal statement concise and factual, highlighting strengths and achievements..

Regularly update your CV so you can apply for jobs quickly and efficiently.

Remember to review your CV before you apply for a job. Highlight information which is most relevant to each job you apply for.

Always be honest. Employers do check details of your CV. Incorrect information will negatively impact your application when it comes to light.

Place your education and work experience in chronological order, with the most recent at the top.

Sell yourself! Sometimes it can be difficult to write down all the things you've achieved but it really is very important that you do if you are to stand out from the other applicants.

Check your spelling and grammar. Ask a friend to review your CV for any typos you may have missed.

Include volunteering, work experience / gap year experiences.

## DON'T

It is not necessary to include a head and shoulders photograph in your CV.

There's no need to provide your age, marital status or gender.

Don't write in the third person, for example "Sabia is hard working and uses her initiative to solve problems effectively". Writing in first person is much better, "I am hard working and use my initiative to solve problems effectively."

Avoid long lists of information, be clear and succinct and focus on what is most relevant for the job you are applying for.