

Curriculum Vitae

Moore Stephens Isle of Man
HR Services

PRECISE. PROVEN. PERFORMANCE.

Your C.V is often the first opportunity an employer will have to form an opinion of you. It showcases the skills, experiences and qualifications you have gained throughout your academic, working and social life. You should use it to promote all the skills that you possess and inform the potential employer of your suitability for a job role.

There is a selection of important guidelines that all C.V's should follow:

- information should be accurate;
- spelling and grammar should be correct;
- work experience should be detailed and informative; and
- layout should be neat and easy to follow.

Make it memorable

A decision on your C.V and your potential as an employee is made within the first few seconds of viewing your C.V. You should make sure that yours is memorable for all of the right reasons:

- make sure it is no more than 2 A4 pages long;
- use a good quality paper;
- use headings and subheadings to keep the C.V neat and clear;
- use bullet points to aid an employer in clearly interpreting your duties and achievements;
- type using a business font. Arial, Calibri or Verdana are ideal, they are easy to read and recognisable; and
- use bolds or italics to highlight information.

Standard content

Is required in all C.Vs, and potential employers will take note if your skills and achievements stand out from the rest. This standard content includes:

- personal details like your name, email address and contact numbers are best displayed as a header;
- your personal profile allows you to explain a little about yourself and your current situation. Also try to include your future aims and goals;

- educational details should be displayed in reverse chronological order (university first) and focus on the aspects that the employer will be interested in (such as your qualifications, extracurricular activities and specialisations);
- work history should be detailed enough so the employers know what your duties were. Make sure you pay extra attention to those skills that can be applied to the job application you are making;
- leisure interests give employers an insight into what you are like outside of work and whether you'd fit into the company dynamics. Some of your interests may benefit the vacancy you wish to fill or the company's profile; and
- references can be given on demand to save space and avoid long lists.

Personal profile

Gives you space to truly sell yourself.

- make sure it is no longer than a paragraph (you don't want to seem egotistical);
- include your personal skills and attributes, especially those that will be useful to the job or company; and
- ensure that you keep the tone positive and enthusiastic.

Work history

Details your past work experiences and the skills you have gained through such experiences.

- give just enough details for an accurate portrayal of your duties;
- include any voluntary work, internships or other unpaid experiences you have gained skills from;
- keep it simple and straightforward; do not use too much industry jargon that the potential employer may not understand;
- avoid any unexplained time gaps. If you took any time out to travel, volunteer or spent the time job seeking, mention this and include any details or skills you learnt during the time gap;
- be specific with the details; sell your skills and attributes; and
- use positive action words to draw a visual picture for the employers. Hardworking is a perfect example.

Educational details

Notify the employer of your qualifications and skills you have gained throughout your school and university career. Include the dates of the qualifications, make sure they are up to date and do not need renewing.

Include any work related courses you have taken part in, this can include voluntary seminars, lectures and qualifications:

- our leisure interests are not so vital, but give employers an insight into what you are like outside of a work environment and whether you would represent the company well;
- keep it short and sweet. Simple sentences with important details are enough;
- keep it relevant; refer to your special interests which can relate to job aspects; for example an interest in travel may be useful in journalism; and
- try to avoid any interests that seem too general and widespread such as cooking or reading. These may not have any interest with employers compared to detailed interest such as reading the life works of Jane Austen or cooking Thai cuisine following a trip to Thailand.

An 'Additional Information' section can be added to your C.V and can include information such as filling in unemployment time gaps due to travelling or job seeking. This section can also include any relevant skills such as a full driving licence or speaking any foreign languages.

References can be displayed 'on request' to prevent listing too much information and going over the suggested 2 page limit.

Handy tips

- think about your C.V's purpose; keep it relevant and provide the employers with the information they want. Do not waste their time with non-specific information that does not clearly inform them about you;
- draw the employer's attention to your best bits; make sure you highlight your various skills and achievements;
- be selective about the information you provide, 2 pages is not a lot of space to elaborate on interests or skills that may not be relevant to the application;
- re-write for new roles. Edit your C.V to cater for the job and include any relevant skills, experiences and interests;

- if you are replying to an advertisement featured in a newspaper or online make sure you include all the information asked for by the employer;
- highlight any 'transferable' skills that you may have picked up through work, school or your interests;
- bear in mind 'how you can help'. Offer the employer key skills you have acquired that will benefit the company;
- gear up for goals and create future targets or an end goal; these show the employers that you are committed, driven and that you are willing to achieve for the company; and
- spell check and check again; make sure you spell check your C.V, but also get a reliable source to proofread. Spellchecker can go wrong!

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Text from "CV TIPS" an online article written and published by Manx Graduates, Douglas, Isle of Man
www.manxgraduates.im

