

So, you need to create a CV...

There are many free templates on the web. Just search for free cv templates and choose the most appropriate one for you, or you can also find many other templates within Word if you go to File—New and search for Resume.

Here are a few key tips to remember:

- Make sure your contact details are correct. Check your phone numbers and email address
- Double-check all spelling and grammar, use your spell-checker — better still, get someone else to check it too.
- Keep it to no more than 2 pages in total if you can.

Personal Statement/Profile

A paragraph or two explaining briefly who you are, what skills you can bring to a new position and what you are looking for. Basically, tell this employer why they should choose you.

Key Skills

Bullet point what you've achieved and what skills you have — backed up with brief examples if you can. Try and tailor these to make them relevant to the job you are looking for.

Employment History

- List your employment history in reverse order (ie: starting with your most recent position)
- Include reasons for moving on from each position and make sure you explain any gaps in your work history
- Provide as much relevant detail in these positions as is transferable to the kind of position you are looking for. Include information about your personal achievements and responsibilities, giving examples.
- If you have had a long career, only include detailed information for the past 10 years, any roles held before that you can just list.

Education

In the Education section list all certifications achieved

Hobbies & Interests

Provide some brief information about any hobbies or interests you have that could be relevant and show your potential employer that there is more to you than just work achievements.

Call us, tweet us, pop in and see us — or we can come and see you



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