



**OSBORNE™**  
RECRUITMENT EXCELLENCE



**C.V.  
PREPARATION  
GUIDE**

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# WHY DO I NEED A CV?

Unless you've been headhunted, your CV is going to be your primary selling tool. A CV is one of the most important parts of your job search and therefore requires a lot of attention, to add as much value as possible. When deciding upon the format for your CV, it's important to keep in mind the target audience who is usually someone who sees CVs on a weekly basis.

A well presented CV can secure you an interview by catching the eye of an employer, can encourage the interviewers to see your experience as a valuable asset, help you focus on the key points that you need to expand upon in interview and remind the interviewer about you once the interview is over.



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# LAYOUT

## Your Name

Contact Details (including Town and County)

Telephone numbers including mobile contact details

Email address & professional LinkedIn address

## PROFILE

This part is crucial. Often it is the first thing an employer will read, and it will set the tone for the rest of your CV. This is your chance to briefly sell yourself and demonstrate the value you can bring to the role. Keep it short and to the point and include a brief history of your career with details of the sectors you have worked in and the skills you have used in your career to date. This section should be around a paragraph in length, no more than 8 to 10 sentences. Never use bullet points.

## EDUCATION & TRAINING

List all your qualifications gained  
University/College name, dates (if applicable)

List any qualifications gained  
College name dates (if applicable)

List qualifications gained (do not include Leaving Cert results if you have a Degree qualification)  
School name: dates (if applicable)

## PROFESSIONAL MEMBERSHIPS

Add details of any professional memberships you belong to.

## EMPLOYMENT EXPERIENCE

Start with your most recent employment first and work backwards in chronological order. Make sure you emphasise the key skills that are relevant to the role for which you are submitting your CV.

### Job Title, Name of Company

### Dates of employment

- Include details of your key duties and responsibilities. Use active verbs including led, handled, responsible for, handled etc to show off your accomplishments.
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Highlight your in-demand skills to potential employers.

Clear formatting. Balanced with white space. Include achievements.

Sell yourself with your professional summary. Make it memorable.

List your education and training qualifications here starting with your most recent.

Include any professional memberships you belong to.

Start with your most recent employment first.

Clear layout of employment history. Demonstrate successes along with key duties and responsibilities.

Keep it concise and to the point!

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# CV

# DO'S



- ✓ Construct your CV with your prospective employer in mind. Tailoring it for the job you are applying for. Make it easy for them to conclude that you are a strong candidate.
- ✓ Choose a professional and easy to read font.
- ✓ Keep it short and concise. Ideally no more than two standard pages with black ink in Word (.doc/.docx) format (avoid PDF format).
- ✓ Present in a logical order – clear and easily legible (e.g. work experience, education), in reverse chronological order.
- ✓ Use positive language when describing work achievements e.g. 'achieved', 'managed', 'coordinated', 'motivated', 'supervised' and 'liaised'.
- ✓ Use bullet points - it helps draw attention to key facts.
- ✓ Where possible quantify your achievements – e.g. "increased sales by \$50,000", rather than making general comments.
- ✓ Ensure there are no gaps in your CV and dates are clear e.g. 2015 – 2017, is it Jan or Dec? and explain any gaps you may have on your CV.
- ✓ Ensure you proof read and check for spelling and grammar mistakes.
- ✓ Include experience and interests that might be of use to the employer: IT skills, voluntary work, foreign language competency, driving skills, leisure interests that demonstrate team, organisation/leadership skills.
- ✓ Include a cover letter and ensure it is concise, ensure any work experience mentioned is also included in your CV.
- ✓ Use an appropriate email address, set up a LinkedIn account, ensure you have voicemail and an appropriate voicemail message set up on your mobile.

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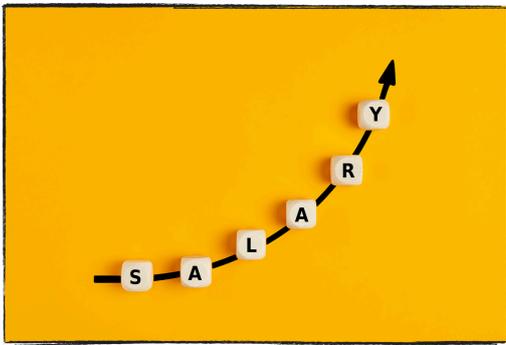


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# CV DON'TS



**DON'T INCLUDE  
PERSONAL  
INFORMATION**



**EXCLUDE  
CURRENT SALARY**



**KEEP IT SIMPLE**

- ✗ Include personal details like date of birth and marital status on your CV
- ✗ Include referee names and contact details, instead mention 'referees available upon request'
- ✗ Use jargon, acronyms, technical terms - unless essential. Don't Lie - employers have ways of checking what you include in your CV.
- ✗ Try to include too much
- ✗ Include irrelevant information - e.g. hobbies and interests or anything that is not relevant
- ✗ Include salary information or salary expectations
- ✗ Include information which may be viewed negatively - e.g. failed exams, reasons for leaving a job.
- ✗ Misc: Use crazy colors, crazy and different fonts, unnecessary references, photo or selfies, font that is too small to read when printed or outside normal margin settings.

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# TOP TIPS TO CONSIDER



- RESEARCH THE COMPANY.
- TAILOR YOUR CV TO THE POSITION.
- KEEP YOUR CV SHORT.
- SIMPLE STYLE & FORMATTING.

- Look for the mission statement, the vision and information on the company's values on their website and align your CV to them if possible (e.g. teamwork, collaboration, leadership).
- It's very important you tailor your CV to the specific job advert or job description. Often the Hiring Manager will skim your CV for the skills they have outlined in the job advert, so ensure you have tailored that section accordingly.
- The length of your CV will vary depending on your experience:
  - a.If you are applying for your first job you most likely will be closer to 1-2 pages in length.
  - b.If you are applying to a job that requires 10+ years experience, your CV will be closer to two pages.
  - c.However, keep in mind if you have lots of years experience it doesn't mean you need to include every task you have ever completed. You should be able to clearly and concisely demonstrate how your skills and experience align to the role you are applying to.
- All formatting should be consistent. Keep your font sizes simple, some of the best fonts to use are Arial, Calibri and Times New Roman.
- Make sure the information is well organised. Use a clear, uncluttered layout without too many special effects.
- Use bullet points - Bullet points help hiring managers use those precious 5-7 seconds looking at your achievements rather than wasting time trying to find them.
- Make sure you give the most important detail, such as recent qualifications and experience, more room.
- Use positive language, when describing your work achievements use power words such as 'launched', 'managed', 'coordinated', 'motivated', 'supervised', 'liaised' and 'achieved'.

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J O B  
S E A R C H

## TOP JOB SEARCH TIPS

If you want to get the right role for you, you first need to know how to find it! Being able to job hunt effectively will ensure you have the best chance to meet your career goals and land your perfect job.

- 1. Make a Plan:** Know the type of job you want and what skills and experience you have that are suitable. Knowing what type of role you want helps to narrow down your search.
- 2. Update Your Online Profiles:** Keep your online profiles current and up to date with your most recent work experience, skills and any additional training you may have completed. Use a clear, smart profile photo to match. Where possible, include that you are open for new work opportunities. Focus on your skills and endorsements and invite recommendations from your existing network.
- 3. Network, Network, Network:** Using your existing network is a great place to start. Also, don't be afraid to reach out to people or companies that you would like to get into.
- 4. Use Job Alerts:** Job boards and sites such as LinkedIn, Indeed, Jobbank.gc.ca, Monster.com Ziprecruiter and Workopolis.com are great platforms to begin your search and you can create job alerts to notify you when suitable roles come up. Searching multiple job sites can improve your chances of finding your next role.
- 5. Recruitment Agencies:** Recruitment Professionals can help to market your CV to a wealth of contacts across a range of industries and companies. They can also ensure that you are a right fit culturally and not just from a skills and experience perspective.



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