

**A CV is not a detailed life history; rather it is a summary of your skills, qualities, achievements, and what you have done throughout your working life. The CV also details all the relevant information about yourself, your education and qualifications, your work history, and your leisure time activities.**

The importance of a CV cannot be overstated. It is the initial point of contact between you and a possible employer. Your CV, therefore, needs to be both POSITIVE and EYECATCHING.

#### **Why do you need a CV?**

At one time the only people who needed a CV were the so-called 'professionals'. This would include company directors, solicitors, teachers, etc. Nowadays however, every one looking for a job must have one if they are to be successful in obtaining employment, regardless of the work they are looking for. Recently, one employer in Liverpool asked for a CV with applications for the job of postman! A CV will also give an employer an idea of your knowledge, skills and personality and it also helps them decide if you would be able to do the job and fit into their organisation.

Your CV is a document, which is designed to 'sell' you to the employer. It is a sales and marketing document designed to give you the best possible chance of getting an interview.

Your CV presents important information about you in structured, readable format, which is interesting and relevant to the employer.

Your CV can also be used in place of an application form (to form the basis of a contract), as a reference tool for yourself when filling in application forms, telephoning an employer or preparing for interviews.

Your CV can also help to show you just how much you have achieved over your working life – thus giving a boost to your self-confidence.

#### **Why do Employers insist on a CV?**

Potential employers demand a CV with any speculative letter, and particularly in the cases where there is no application form to be completed. It allows the employer to gain instant picture of you and your abilities. Moreover, it enables the employer to match your particular skills to the job requirements. The advantage to the employer can be simply stated – those CV's that most closely match the job requirements can be selected out very quickly to call the individuals seeking the post for interviewing. In short, the CV saves a lot of time. Given this fact, you can see why a poor CV or even worse, no CV gives the applicant little or no chance of landing a job.

#### **What other uses has a CV?**

The CV is particularly useful when filling out application forms. The information is set out before you. Similarly, if you are applying by telephone with your CV in front of you, you can tackle practically any question thrown your way. This helps you come across as confident and alert – there is nothing worse than being asked a question over the telephone and becoming tongue-tied or panic-stricken because you cannot remember the answer. Finally, your CV helps you to be remembered by employers if you leave a copy with them following a visit to the premises.

#### **Types of CV**

There is not any one right format for a CV. Some agencies for example, will re-type your CV to suit their needs. However, there are 'expected' standards that a CV should follow, and also most managers expect a CV that is clearly set out and easy to read

There are three main types of CV: Functional, Targeted and Chronological

**Functional** - This CV would serve as a general purpose CV. E.g. Where there is a lack of work history this CV would concentrate on skills and qualities.

**Targeted** - This CV would be designed to meet the requirements of a specific job or industry

**Chronological** - This CV would follow a structured and sequential layout giving dates of employment, training etc. This is also the most widely used CV.

#### **Remember**

Once a CV is compiled it should be regularly updated to ensure that it reflects you in your best light. If sending of your CV as part of speculative job search it should always be accompanied by a covering letter. You can also have more than one CV which is relevant to specific jobs/industries.