

Writing a CV

CV stands for Curriculum Vitae which means '*course of life*' in Latin

A CV is a document which is designed to provide your prospective employer with the essential information that will help them decide who to interview for a job. It is a summary of your education, work experience and personal achievements. It must be informative but brief and include the specific details the employer needs to make their decision. The ideal length of a CV is one or two pages.

Make it stand out from the other CV's

Employers will see hundreds of CVs from prospective employees and most of them will look exactly the same, following a traditional format. As a result, many of them are put to one side and never read. It is important therefore to make yours stand out from the rest.

Make it easy to read

The information should be presented neatly and in a logical order so that it is easy for the reader to access information easily and quickly. Make sure it is legible, it is grammatically correct and there are no spelling mistakes, use a readable font type and size and avoid abbreviations and incomplete sentences.

Make it accurate and truthful

Most employers will check the dates of previous employment, your references and also ask you about the qualifications and skills detailed on your CV. It is important therefore to be truthful, don't exaggerate and make sure you provide the correct information so that you are able to answer questions at a

subsequent interview. Information supplied should be relevant to the position applied for.

Sell yourself

Allow your personality shine through whilst being professional. You need to allow the employer to see the person and not just the piece of paper.

List all your achievements, your strengths and qualities that will reinforce your suitability for the position being offered.

You should include; educational, personal and previous work achievements.

Take this opportunity to sell yourself and convince them that you, are the ideal person for the job!

Include any way in which you may have helped your previous employer save money or boost profits

Reading your CV should make the employer want to meet you in person.

It must be up to date

Most people only update their CV's when they are applying for a new job. This is a mistake as something important may be forgotten. Every time you achieve something new, learn a new skill or your responsibilities change, update your CV. Then when you apply for a job or someone asks you for a copy of your CV it will be an up to date working document and you won't have forgotten something important.

Preparation

Before you start writing your CV, you must prepare by collecting the following information:

- Exact dates of all previous jobs
- Details of all training courses you have attended
- Details of all your qualifications and certifications

Ask yourself the following questions:

1. What qualities do you think you have?
2. What do other people most admire about you?
3. Why would you employ yourself?
4. Ask relevant people what they think your strengths are

The answers to these questions will provide you with some positive key words and statements that may help you to 'sell' yourself.

Make a list the achievements that you are most proud of.

For example:

1. Awarded facial therapist of the year in 2008
2. Developed a new signature treatment for the spa in May 2009
3. Contributed to the successful launch of a new skin care range in 2010
4. Ran a marathon in 2011 and raised £5,000 for charity
5. Work voluntarily one day a week at the local hospital

Provide References

A reference provides confirmation that you are who you say you are, and your achievements and qualifications are correct, it is an important part of the recruitment process.

References must always be professional and ideally, ask your most recent employer to explain why they would recommend you to a new employer and mention one or two 'outstanding' things you did whilst you worked for them.

susancressy

spa & beauty therapy in practice

Always ask before adding their contact details to your CV. It is acceptable to ask any line manager you have worked for or college lecturer who trained you or even a colleague you worked with if they will help you create an outstanding CV and write you a reference.

Keep in touch

Contact the company you have sent your CV to after 9 days if you have not heard anything.