

## **CURRICULUM VITAE PREPARATION – HINTS AND TIPS**

### **Introduction**

The purpose of a CV is **to get you an interview**. A good CV will not get you the job but it will give you the best chance of being selected for interview.

Always remember that you are writing it for someone else to read – put yourself in their shoes.

A good CV should be:

- ***A well-presented, 'selling' document***
- ***A source of interesting, relevant information***
- ***A script for talking about yourself when you attend interview***

### **Constructing a Good CV**

- It must be honest and factual.
- It should not be longer than 3 pages.
- Contact and personal information should be on the front page.
- Employment history should commence with your current / most recent job and work backwards.
- Achievements should be short, bullet-pointed statements and include all your duties and responsibilities.
- Where information clearly demonstrates your suitability for the vacancy to which you are applying, and enhances your chances of being short-listed, include this information near the beginning of the CV.
- Include details of recent training and skills development events attended which could be relevant.
- List all professional memberships and relevant qualifications.

### **First Impressions Count**

- The CV must be neatly laid out.
- If you are posting your application, use a good quality paper and print your CV in black ink on white paper.
- Resist writing lengthy paragraphs – bullet points are easier to read.
- Do not overuse bold type.
- Do not use a type size less than 10pt.
- Check for spelling. Errors are YOUR responsibility. Do not rely on a spell checker.
- Make sure you spell 'curriculum vitae' correctly!
- Use third party tense rather than 'I'.

### **Suggested Content**

- 1. PERSONAL DETAILS**
- 2. EDUCATION & QUALIFICATIONS**
- 3. EMPLOYMENT HISTORY**
- 4. TRAINING & DEVELOPMENT**

## 1. PERSONAL DETAILS

### **Name**

This should be the heading of the CV. Therefore use a larger type size e.g. 12pt in bold, and centre it.

### **Address**

Underneath your name - as a string of text with commas separating your house name/number, street name, town and post code with commas.

### **Telephone / Email**

Home / Work / Mobile telephone numbers / personal email address.

Note: only insert your work email address if you are happy to receive information from recruiters in your work place.

### **Date of Birth**

## 2. EDUCATION & QUALIFICATIONS

### **Education**

GCSE, O, AS, A should be included here, with the year and grades attained.

### **Further Education**

Degrees or similar should be included here, with the year, establishment name and classification or grades.

### **Professional Qualifications**

AAT / ACCA / CIMA / ACA / CIPFA

If you are currently studying you need to state what level you are studying for and when you will be sitting the exams.

If you are qualified you need to state the professional qualification and the year it was attained.

Note: If you had First Time Passes all the way through your professional studies – state this as well; similarly if you won any academic prizes mention them here.

## 3. EMPLOYMENT HISTORY

Starting with your current / most recent job first, compile the following information:

### **Dates**

Use months and years only, e.g. March 1995 to June 1996 and enter in the left-hand margin.

### **Employer's Name**

### **Job Title**

### **Responsibilities**

List your responsibilities – in bullet points.

### **Achievements**

If you achieved something extra in this role you need to highlight this to a potential employer.

Repeat all of the above for all your jobs going back 7-10 years.

**Accountancy Recruitment Specialists**  
Cardiff HO – 029 2038 2555

www.aplusaa.co.uk



Beyond that, you may prefer to just list the dates, employer's name and job title, or have a summary paragraph.

If you have worked for the same employer for several years or more, try to break that period up according to the different roles you have had, with different responsibilities and achievements.

There is no need to provide salary details or reasons for leaving on your CV.

#### **4. TRAINING AND DEVELOPMENT**

The events you list under this heading should 'add value' to your CV. Management development, computer skills courses or specialist training in your field could be listed. The details to include are:

Date (year only)  
Event title (and duration if over 2 days)

#### **Covering email / letter**

- Should be correctly addressed to the relevant person with no spelling errors.
- Where applying by post, stationery should be good quality and matching, and it should be posted in a C4 envelope. Postage should be fully paid.
- On email, ensure that the note is formally laid out and grammatically sound.
- This is your opportunity to explain why you are suitable for the position for which you have applied, but keep it brief and relevant.

#### **Summary**

APLUS Appointments Limited has helped many individuals achieve success in finding suitable opportunities. We are happy to advise you on a one-on-one basis should you require any assistance in CV preparation or interview technique. Contact us on 029 2038 2555 or [cardiff@aplusaa.co.uk](mailto:cardiff@aplusaa.co.uk).



**REMEMBER - IF YOU HAVE A WELL PRESENTED CV, YOU ARE HALF-WAY THERE!**