

Charlotte James Associates

EXECUTIVE SEARCH AND SELECTION

CV Guidance

Charlotte James Associates

EXECUTIVE SEARCH AND SELECTION

Here are a few tips on producing a good CV. To download a base template please go to the Candidates Section on our web site at:

www.charlottejames.com

The following information should be provided in your CV:

Name and Contact Details

Make it easy for people to get hold of you, provide them with an e-mail address and a mobile or daytime telephone number they can reach you on.

Professional Profile

Focus on your target job requirements and highlight your key selling points. This section can be produced either in paragraph form or with bullet points.

Skills / Technical Profile

For a technical specialist, this is a vital section, so make it as comprehensive as possible. Hands-on technical specialists might indicate the level of their experience in each skill area.

Employment Summary

If you are a recent graduate with limited work experience, include relevant internships and/or work experience placements.

If you've had several similar jobs, consider using a functional, skills based format, summarising your experience under sub-headings such as Technology Project Management, Applications Development, IT Support Networking, etc.

If you have no relevant experience, include details of projects you have completed as part of your training.

If you have any date gaps in your employment experience then provide a narrative explaining why there was a gap in your employment timeline.

Charlotte James Associates

EXECUTIVE SEARCH AND SELECTION

Project Summary

If you have more than a large number of projects to highlight main CV more than 3 pages long, then prepare a separate "Selected Project Summary" sheet to attach to your CV.

Personal Details

This should include your locational preferences, whether you have a clean driving licence, any relevant language skills and a brief insight into your hobbies and interests.

General Points

Try to make the first page a summary of your main skills and experience. Limit your CV to a maximum of 2/3 pages, with additional separate project summary sheets as required.

Present the information clearly and concisely. Prepare a word and PDF version which is easy to send / receive via email. Include industry/technical buzzwords where appropriate.

Highlight any added-value skills.

For more information or assistance in furthering your career, contact Charlotte James at:

Web Site: www.charlottejames.com

Tel: 08458 381 820

Email: london@charlottejames.com