



CV Tutorial Script

The basics

If a successful interview is what gets you the job, then a successful CV is what gets you the interview.

Still, for some reason most people spend less time and research preparing a CV than they do for the interview itself.

The prospect of preparing a CV can seem daunting. However, it's clear that an effective CV is a good investment to make in both time and effort.

The aim of this tutorial is to help you produce a CV that will increase your chances of getting an interview, and, as a result, get you the job you want more quickly.

It will help you identify what you need to put in, and what you need to leave out. It will also give you pointers on style to get your CV on the "yes" pile.

Your CV needs to be interesting and an honest reflection of who you are. Any lies will only be found out at the interview and will ruin your chances of getting the job.

Recruiters don't look at CVs in great detail, so you need to make sure it stands out, grabs their attention and goes on the pile that gets a second, more detailed look.

Before you begin to write the content of your CV you need to know exactly what you are going to include.

One of the many mistakes people make when writing a CV is to include too much unnecessary information – information that won't help them get an interview. Remember, the purpose of your CV is to get you that interview, not to provide someone with your entire life and work history.



Think about it, how many of the following things do you think you should include on your CV:

Your current state of health?

The names and ages of your family members?

Your current salary?

References?

Your marital status?

Weight and height?

The reason for leaving your last job?

The answer is - none of them.

Some points are irrelevant. Some can be provided if asked for. And others can be discussed at the interview. But none of them have any bearing on your ability to do the job.

What to include?

The best way to start your CV is with a profile statement. Use a short descriptive statement that grabs attention and really sells you to the recruiter. This gets them interested and wanting to read more about you.

A profile statement is a great way to encourage your prospective employer to keep on reading. Keep it brief and interesting – but remember you need to be able to expand on your profile statement points at the interview.

When providing an overview of your employment history, all you need to give are employers' names, dates and job titles. Don't waste valuable time going into detail with full job descriptions or specific responsibilities; you can do this at the interview stage.

Highlight your previous responsibilities concentrating on the skills and strengths you acquired throughout your employment history. A brief summary of your education is important too especially for younger people as most of your experience comes from your time in education.

Make a big deal of your achievements; remember this CV needs to sell you to the recruiter. What is so good about you that they should invite you in to see them? What exactly have you done that is worth telling people about?

Including your qualifications. This is very important as they demonstrate a commitment to delivering an objective, as well as an ability to work hard in pursuit of a goal. These qualities are of great interest to any employer recruiting for any type of job.

Show how you have used any training you received in a real working environment, but don't simply write a list of courses you have been on. Anyone can write a list, and anyone can attend a course, only people who really understood the training can demonstrate putting it into practice for real.

Feel free to provide a brief insight into no more than three of your interests, but don't go overboard. Remember you're applying for a job not membership of the local sports team!

Finally, and probably most importantly, your contact details. How else are they going to get in touch to offer you the interview?

Common mistakes

Common mistakes people make when writing a CV include:

Having a disorganised CV without any structure. Your CV should be like a good story - with a beginning, middle and an end - to keep the reader interested.

Writing too much - with long paragraphs or sentences - is guaranteed to lose peoples' interest quickly and end up on the "no" pile.

Misspelling or poor grammar should not be a problem for anyone these days. Use your computer's spell checker, or simply get a friend or family member to check it for you, as it's often really hard to spot your own mistakes.

Unexplained gaps in the dates on your CV will raise questions from a recruiter, not only about your ability to be accurate, but also about what you might be trying to hide. A six-month period that isn't accounted for on your CV may simply be a typing error, but it could have a potential employer thinking the worst!

Summary

OK, let's summarise everything we've gone through so far.

If you don't have a strong CV, you won't get an interview. If you don't get an interview, you definitely won't be getting the job.

Preparation is key. Taking time to get it right early on will pay dividends later.

A CV is like your very own personal sales brochure - all about you.

Completing your CV honestly, concisely and with emphasis on results and achievements will provide an interesting read to any recruiter.

Ensure your CV looks professional and is typed or word-processed.

Well that's it, you are now ready to go and create the perfect CV.

Remember you can sign up to the Call Centre Connect website absolutely free of charge and create your very own online CV. Recruiters can find this and get in touch with details of vacancies.

You can also print off your CV and let the website do all the hard work for you. You could have your very own professional CV within minutes. And employers could be in touch in hours!!