

## Module 3 – Preparations and practicalities

### Topic 1 - Brief notes on CV's

#### CV

- keep it short – two pages max (difficult but really, really advisable – potential employers don't have time to read a magnum opus)
- keep it visually clear – use reasonable type size, use bullet points, make sensible use of white space (not too much since you've only got two pages but enough to avoid a "crowded, higgledy-piggledy" look)
- maximise use of space for key information and don't take up space with less relevant data (eg if you have a Masters Degree in Business Administration don't detail all your Standard and Higher Grade results unless highly relevant – for example if you are fluent in another language and the job demands inter-country trade)
- the fit between you and the job requirements is key
- remember the analogy of what you, as the seller, are trying to sell and what the employer, as the buyer, is looking to purchase – make sure that these two line up and are mutually coherent
- think about your best competencies/skills/attributes and make sure they are clearly, visibly on the CV
- you may have 3 or 4 pages of CV on your PC but select the key elements for the job you are applying for and tailor your CV – do this each time (remember George's comments about the amount of effort you put in and how, if you have done this, you can legitimately ask for feedback/response from those who receive the CV)
- make sure that you explicitly state how you meet the job requirements and that you have a track record for achievement/reliability (assuming you do and have!)

#### Process

- have a plan and share it with anyone whom it may affect (eg partner)
- set your targets (eg for networking – I particularly liked George's comments around "emails count for 1 point, phone calls for 5 and meetings for 25" – a good motivator to get out and make contact if at all possible)
- be honest with yourself and assess progress against the milestones which you have previously decided
- where a CV is not required/requested (eg application form only) do not send one anyway – if you need to add additional information then do it within the context of an existing question on the form – but only if it is relevant

