

Taking Advantages of Opportunities - Curriculum Vitae – The CV

What should your CV contain?

- ✚ Personal Details
- ✚ A statement relating to your career goals and personal aspirations
- ✚ Overview of Education and Qualifications
- ✚ Your work experience
- ✚ Additional information:- interests, hobbies, other achievements
- ✚ References

Types of CV

A CHRONOLOGICAL CV

This outlines your work history to date starting with your most recent job and working backward - all dates are shown.

This approach is most frequently used. This is an excellent CV when your employment has been steady and stable and your professional development was consistently growing

Don't use this approach if you have made frequent job changes and have not developed professionally.






CHRONOLOGICAL CV

Kevin O'Toole,
16 Faraway Street,
Dungun,
Co. Kerry

SUMMARY STATEMENT:-

I am married with two grown up children. I have over 30 years experience in Human Resource Management and Training and Development

EDUCATION/QUALIFICATIONS:-

-  Intermediate Certificate
-  Leaving Certificate
-  BBS (Hons.) University of Limerick
-  MA (Hons) University College Cork
-  Chartered Fellow of the Chartered Institute of Personnel and Development

WORK EXPERIENCE:-***ABC Novacem: Cement Manufacturers
2002 – present***

HR Director – Europe

I am responsible for all aspects of HR including, Industrial Relations and Training and Development for Novacem's European Operation - managing a team of 62 HR Specialists across Europe.

Main Achievements:-

Significant reduction in staff turnover, from 5% to .5% in the Iris Plant
Achieved Excellence through People Award in the Irish Plant
Successfully introduced a Cultural Diversity and Inclusion Programme across all European Plants

***PASPROP - International Property Company
1985 – 2002***

International HR Manager

Responsible for PASPROP International HR Team which provides a complete HR Service for all PASPROP Offices across Europe.

Main Achievements:-

Developed and rolled out the One PASPROP Programme – HR Initiative which streamlined HR Systems in 11 Countries

Developed a PASPROP University – International Learning Centre

INTERESTS/HOBBIES:-

Gardening, golf and reading

REFERENCES:

Available on request

A Functional CV

This CV puts less emphasis on dates and concentrates on skills, responsibilities and achievements. Very useful approach if you have changed jobs, have been unemployed for a long period or if your career is on "hold" or stagnant and you need to give it a kick start.

It gives the experience required for the job you are currently seeking at the start and de-emphasizes other jobs and dates

FUNCTIONAL CV

Harry Hoodeeny,
Padlock Street,
Castlecomer,
Co. Kilkenny

SUMMARY STATEMENT:

I am a qualified Process Operator with over 20 years experience in the Pharmaceutical Industry. I have significant experience of safely operating sophisticated machinery and equipment as well as maintaining related processes and procedures.

I am married with 3 children.

I am seeking a position where my technical skills together with my teamworking ability can be used.

EDUCATION/QUALIFICATIONS:-

- ✚ Intermediate Certificate 1980
- ✚ Leaving Certificate 1982
- ✚ City and Guilds Production Operator Programme 1990
- ✚ Behavioural Safety Programme 1998
- ✚ Various In Company Technical Programmes

SKILLS AND ABILITIES:-***Production:***

Experience of sophisticated Pharmchem production equipment. Expertise in the staging of Puca Puca Powder Products.

Safety:

I completed a Behavioural Safety Programme and am proficient in all aspects of Chemical Plant Safety.

Teamwork:

I have worked in a variety of Production Teams and I am acknowledged as a Team Player and a strong contributor. I regularly facilitate Process Team Meetings.

Problem Solving:

As a Green Belt in Six Sigma I have successfully facilitated the completion of two Projects – one in reducing HVAC Costs and the other in stabilizing Production Flows in a Generics Production Plant.

Communications:

I am an excellent communicator and regularly present to Process Team Meetings. I recently successfully delivered two Operator Training Modules on the staging of Solvents.

INTERESTS AND HOBBIES:

Low Handicap Golfer, Furniture Restoration and Travel

REFERENCES:

Available on request

The Combination CV

If your career is in steady professional growth, is solid and you want to celebrate rather than de-emphasise any aspect of your career – use this approach.

COMBINATION CV

Include the following:-

- Name
- Summary Statement
- Education and Qualifications
- Skills and Achievement
- Job History
- Interests
- References

Creating a Classy CV

First Some Rules

Use white, cream or beige A4 paper

Use black type face

Use common typefaces, e.g. Courier, Optima, with a font size of 10 - 12

Avoid complicated layouts or double columns – some companies now scan CVs – with computerized systems and such, complicated layouts are difficult to scan

Don't send poor copies of your CV to any employer. If amendments are required, make a new copy rather than making correction in ink etc

Check for spelling and grammar before submission

No need to bind the CV as most employers might want to make copies of it

Don't mention current salary – too low or too high and you could be out of the running

Don't give all of your life story – 1 – 2 pages is max – If you give too much detail you have no future surprise for the reader and it will possibly bore him/her

Use ability/competency words that relate to those sought by employers

If you are asked to do an online CV

If you apply online it shows you are computer literate
e.g. understand the internet

Read instructions completely

Take your time – think first – write second

If something does not apply to you – write N/A

Print off a copy and read it before you send it

As scanners may well be used remember to input descriptive words which will correlate with competencies and achievements desired by the Company, e.g. teamworking, problem solving

A Few notes on the CV Cover Letter

Again use good quality paper 100gms paper, white, cream or beige.

Write on one side only

Why are you writing – enquiring or following up on an advertisement

Show that you have researched the Company

Brief statement of the relevance of your experience

Briefly state what you can offer and why you want the job

Be available for interview

Sign the letter

Example of CV Cover Letter

Padlock Street,
Castlecomer,
Co. Kilkenny

1st April, 2008

Dear Sir,

I am writing in relation to your recent advertisement in the Sunday Times for the position of "Mechanical Operator" and I attach my Curriculum Vitae for your attention.

I am aware of your Company's activities and know that you are a market leader in the Pharma Chem industry.

I have 12 years experience of operating sophisticated Process Machinery and I am particularly skilled in staging solvents.

As a team player who is willing to learn and adapt, I feel that I can make a significant contribution to your company at the start up phase and beyond and I would welcome the opportunity of a future discussion with you.

I am available for interview at you convenience and I look forward to hearing from you,

Yours sincerely,

Harry Hoodeeny

A note on Application Forms

Some companies still use the Application Form as a screening device

Make a photocopy of the original form and use this for your rough work. When you are ready transcribe the details at hand to the original.

Use your best writing – make sure it is legible

Grammar and spelling must be correct

Fill in all sections as requested

Sign it

On Line Applications

Store your user name and password safely as you may need to fill in the form over a period of time rather than one sitting

Like the hard copy application – print a copy and use this for your rough work and when you are ready go on line – do your thinking before you go online

When you go online – be formal and do not use email speak

Comply with all instructions

Remember as well that since online application will most likely be scanned electronically use achievement/competency terms related to the competencies desired by employers, e.g. problem solving, initiative, teamworking, etc.