



FREE CV TEMPLATE GUIDANCE NOTES



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GENERAL CV GUIDANCE NOTES

Thank you for downloading our Free CV Template. We hope you find these guidance notes useful, and we would like to wish you the best of luck in your search for a new job.

The Free CV Template is designed to have maximum impact and is laid out in a neat and professional manner. As you will see in the Free CV Template we have avoided the use of tables, text boxes, pictures, bright colours etc as this can have a negative effect on the finished CV.

These guidance notes are designed to provide you with a step-by-step guide on how to successfully complete your CV, which you may want to print out and have next to you when writing the CV.

Each section of the CV will have its own guidance notes with real life examples, in addition to a CV Tips section to help you write a professional CV.

The CV Template will have grey text field boxes (<< This is a Text Field Box >>) that you can type into. As each CV is very different from the next you may find you don't use all the text field boxes listed, so don't forget to delete the ones you're not using.

We have also provided a Sample CV that you can download and review. The Sample CV is designed to give you a detailed insight into what the finished CV should look like.

CV TIPS

CV Format: Keep the text colour black and keep the font style to Arial and the font size to either 10pt or 11pt. Don't be tempted to add fancy colours or outlandish looking fonts, as recruiters prefer an easy to read a CV that looks clean and tidy.

Try to keep your CV to two pages or a maximum of 3, and make sure you save your CV as a Microsoft Word document, which is the preferred format for recruiters and job boards, rather than convert it to a PDF document.

GUIDANCE NOTES | CV PROFILE

You should summarise and sell your skills and experience in the profile. A good profile will give a quick snap shot of your experience and want to make the recruiter read the rest of your CV. See example CVs and the example below for guidance.

CV TIPS

Write the CV in the third person. Avoid using words like “I did”, “I am”, “My duties”. Avoid using generic phrases. For instance, avoid writing “A team player, but also works well on his own” or “Reliable and dependable” etc. You should also try to use key words associated to your line of work as this will catch the recruiter’s attention.

EXAMPLE CV PROFILE

An accomplished B2B sales professional with over 8 years commercial experience in new business development, account management, cross selling and direct sales, selling a range of products from IT software, telecoms and computer peripherals.

Managed teams up to 10 strong, consisting of telesales and field sales consultants that worked throughout the South East of England.

Achieved a 30% increase in sales for the team, which was due to several new factors introduced such as improved KPIs, revised sales targets, training and ongoing staff development.

GUIDANCE NOTES | ACHIEVEMENTS

Here you should list 3 to 5 major achievements. Each achievement should be bullet pointed. See example CV and the example below for guidance.

CV TIPS

Try to use achievements that were outstanding, rather than list one or two of your standard duties that you always carry out in your daily job. If you don't have any major achievements, you can delete this section of the CV.

EXAMPLE ACHIEVEMENTS

- Achieved the highest level of sales for two consecutive months at AAA Ltd, generating over £50,000 in revenue
- Received recognition from BBB Ltd for receiving the highest score in a customer satisfaction survey
- Won employee of the month with CCC Ltd for most improved employee

GUIDANCE NOTES | CAREER HISTORY

Start your career history off with your most recent job first and then work your way backwards. You don't need to go back in any real detail further than 10 years. After that period, you can just summarise this information as shown later in these guidance notes.

Make sure you try to include the Months and Years for each position and bullet point your duties and responsibilities. See example CV and the example below for guidance.

CV TIPS

Summarise your duties as bullet points, ensuring that key words are used that relate to your industry. Do not use one or two words to list your duties as a bullet point as this is too short and can give a bad impression, and at the same time do not write ten lines of text for one bullet point as this will look too long winded.

EXAMPLE DUTIES AND RESPONSIBILITIES

- Recruited, trained and managed a team of 5 to sell a range of new insurance products aimed for the SME market
- Monitored KPI performance and set individual and team sales targets, keeping detailed records that were sent weekly to the Head Office for review
- Managed key client accounts, which involved regular client visits, upselling and cross selling when possible

GUIDANCE NOTES | EARLIER CAREER

You don't need to go into major detail about your earlier career history. Usually, this section will be used for jobs going back further than 10 years. In this section you can just list your job titles, the companies worked for and the dates. Any further detail about your earlier career history would normally be discussed in an interview setting. See example CV for guidance.

GUIDANCE NOTES | EDUCATION & TRAINING

There is no need to include every qualification you ever received going back to junior school. If you have a Degree only include the A-Levels grades together with your Degree qualification. If you have A-Levels and no Degree, just include the relevant GCSEs or equivalent qualifications along with your A-Level grades (or equivalent) and so on, and so on.

List any training courses attended, especially if you received a qualification at the end of the course. See example CV for guidance.

GUIDANCE NOTES | CV REVIEW

Once you have finished writing your CV, carefully review it, checking spelling and grammar. You will also need to check that the spacing between each section of the CV is evenly spaced out and it looks visually pleasing to the eye.

CV TIPS

It's always a good idea to get at least one other person to review your CV, as they may spot an error on your CV that you may have overlooked.
