



# ASPEN GILCHRIST

SURVEYOR CAREER MANAGEMENT

## PREPARING A CURRICULUM VITAE

Constructing a first class CV is hard work but is crucial to your success and a well-produced finished article will be more than worth the effort.

There are many different ways to write a CV and you should not feel restricted to one particular method, instead experiment until you are confident the end result is most suitable to your needs. Most employers however expect a CV to be laid out according to some kind of established convention and the following format provides an excellent starting point.

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### Name

### Position Sought

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### Education and Qualifications

Begin with professional qualifications and memberships followed by education from post graduate to further education and or A level in reverse chronological order including the following information:

- Institution attended
  - Dates
  - Subject
  - Qualification
  - Class attained
- 

### Career Summary

List each position in reverse chronological order including:

- Dates
  - Name of employer
  - Job title
  - Specific responsibilities and duties
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### Skills

Employers are often influenced by specific skills you have acquired, for example level of competency in foreign languages, computing skills, languages and packages, driving and so on. Try to give specific details for example level of proficiency.

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### Leisure interests

Including interests adds personality to the CV and employers often look at these to evidence personal qualities they seek. Don't just list them mention level of achievement and be specific.

- Sports
  - Cultural or creative
  - Travel
  - Community activities
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### Personal Details

- Address (with dates if more than one)
- Telephone number
- E-mail
- Date of birth
- Nationality

*(Continued overleaf)*

### Head Office

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## TIPS ON CONTENT

- **Language** Write in the third person, use positive language and aim for a confident tone.
- **The Facts** As well as listing facts attempt to quantify your skills and achievements. By adding some comments or interpretation. This may take the form of a short paragraph or as a series of bullet points. Above all it is important to be audience focused to ensure information given in the CV is as relevant as possible to the desired position.
- **Space** The amount of space you spend on a topic indicates the weight you want the employer to give it. Keep it simple, devote more space if the topic is important, if it isn't don't dwell on it. Aim to complete the CV in 2 pages.
- **Dates** Include the year you began and ended each position, ensure all years are accounted for. Employers may feel that you are hiding something if there are too many gaps.

## TIPS ON LAYOUT

- Your CV should be easy to read and convey the essential information in a clear neat format.
- Number pages in case they become detached, it is often advisable to ensure contact details are available on all pages.
- Use capitals and bold print to separate sections. Bold print and italics can be useful for highlighting important points. Underlining however is best avoided as it can give the CV an old fashioned look.
- To ensure uniformity use the tab key (rather than the space bar) to indent information. Placing dates on the left with the rest of the information indented a further inch or so, is a clear and effective way of presenting information.
- Use only quality paper of around 80-100gm. White is usually better than coloured.

## FINAL CHECK

- Check and re-check dates and spelling, ensure the CV follows a logical pattern presenting the information clearly and that the finished article is pleasing to the eye.
- Ensure the CV is tailored as far as possible to the position sought.
- Have someone proof read the CV to give an objective second opinion.

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