

CV Template: CV structure, layout, content and headings will differ according to candidate background, skills, experience and targeted jobs.

CV Writing Services: All CVs are carefully crafted and adapted to match candidates to targeted Jobs. Invest in your future career with Winning CV!

WINNING PROFESSIONAL CV

*Includes: Personal Details, Residential Address, Contact Details
Driving Licence, Employment Mobility, Work Permit Details (if relevant)*

CUSTOMISED PROFILE HEADING HERE!

Key headline 1 (i.e. Experience) + Key headline 2 (i.e. achievement) + Key headline 3 (i.e. core skill)

Personal profile – Candidate overview – A personal profile will summarise to Recruiters what a candidate is all about. A good profile will bring out key elements and successes to **capture the Recruiters attention** and **persuade them to read on – only 30 seconds to make an impression!**

Our profiles look to **progress candidates** into **management** or **middle management**. Recruiters look for a balance between proven work experience, evidence of progression, long term career potential, effective management skills and good personal qualities. Winning CV will create a **balanced profile** showing many of these attributes. It is all about being a **credible business professional** capable of excelling in a job role.

Winning CV will **further differentiate candidates** by bringing out key aspects like: a growing record of achievement (awards), people management skills, career promotion, growing managerial responsibilities, managing budgets, training and development, specialisation and expertise, adaptability, leadership, organisation, financial acumen, special projects, exceeding challenging targets and so on.

Winning CV will also mention **key skills** like effective communication, team building, analytical ability, attention to detail and other relevant management skills. The same goes for **good personal qualities** like possessing a confident management style, making a personal difference and professionalism, etc.

A carefully crafted personal profile will be **clear, well worded, simple** and **persuasive**. A Winning CV profile will say everything in a short paragraph - **no more than 4 or 5 lines long for impact**.

CAREER OBJECTIVE

Winning CV will find out candidate motivations and career objectives and link this into an ideal **Job Role** or **Target Role**. We aim to link in any core skills, motivations and experiences into a persuasive career statement. This shows a candidate as being career focused, professional and gives a considered overview of what the candidate is looking for. We hope to give a more **meaningful career statement** rather than just saying 'I want this job title!'

ACHIEVEMENTS

Candidates progressing into **Management** will generally have a **successful track record of achievement**. This section summarises career highlights, shows evidence of progression and gives examples of where candidates have made a significant contribution to a company or organisation.

Achievements are designed to give **credibility for management** positions. This includes things like exceeding challenging targets, completing special projects, gaining promotion and attaining professional qualifications. It is also important to **keep an ongoing track record of achievement** to add value to a CV. A person's career history will evolve so **updating achievements is important**. Why not put evidence of achievement into a portfolio to show Recruiters at job interview. Things like emails, certificates, awards, recognition and so on.

WORK EXPERIENCE

Optimising work experience can be difficult when creating a CV. Winning CV will **clearly structure work experience** under simple headings, job titles and dates of employment. A short sentence on one line will seek to summarise the main activities of each business as well as referring to size, scope and reputation.

Winning CV uses **discrete headings** followed by a short sentence clarifying and summarising each element of a job role. It enables Recruiters to quickly refer to key aspects of a candidates work experience as they can easily scan for headings and key words.

Discrete headings usually refer to the **job remit** (main responsibilities), **special projects** and **any core skills**. Wherever possible, Winning CV will reinforce work experience by bringing in **relevant achievements** for each particular job role.

Our design is carefully thought out in order to provide a good summary of experience, skills, projects and achievements. Discrete headings also help with **customising a CV** further, it generally looks good and it is a better way of formatting work experience on a CV.

SKILLS PROFILE

A **comprehensive skills profile** will reinforce any achievements. A Winning CV will not only highlight the top-level skills and qualities, but places them into a framework for success. It is all very well listing skills and qualities, but Winning CV adds further value by giving an insight into how and why a particular skill is used.

This makes a skills profile **more meaningful** and **relevant to the Recruiter** looking at a CV. It highlights what a candidate is good at (**core strengths**) and shows that considerable thought has gone into making a CV.

It is far better and more sophisticated than just having a plain list of skills. Tailoring a skills set will further **customise a CV** and the CV will become a much more of an **effective personal marketing document**.

TRAINING & DEVELOPMENT

This section reinforces any work experience, skills and achievements. Recruiters look for structured learning, an ability to develop skills further and achieve professional qualifications. **This maybe less important for Senior Managers who have already demonstrated their skills and contributions in other ways.**

Winning CV encourages candidates to highlight any useful or relevant courses and seeks to profile them accordingly. Companies tend to invest more in good employees and Recruiters will certainly look for candidates with good training experiences. Larger organisations often have larger training budgets, more regular training and a wider selection of structured learning activities. Specialist and 'soft skills' training also adds value.

EDUCATION

Key educational experiences, qualifications and professional study will add value to a CV. For some, **education may have been completed some time ago and may not be so very relevant today.**

Senior Management may have useful university education and other business qualifications to be mentioned. Winning CV will briefly summarise these aspects to show evidence of wider learning and academic achievement.

Recruiters will also look for **evidence of higher learning** such as **professional qualifications** or an **MBA** (Masters In Business Administration). This helps to differentiate one candidate from another and higher qualifications tend to be structured towards leadership, business management and strategic awareness.

ACTIVITIES & INTERESTS

Activities and interests are important. They give a broader view of the candidate as well as highlighting other key transferable skills that could be applied in work situations.

A successful track record in personal activities can also show different motivations and demonstrate a wider level of achievement. For instance, success at home could mean success at work!!

Activities and interests can be talking points and help to break the ice at interview, particularly if the interviewer has similar interests in common. Can also show a good work-life balance.

WINNING CV - NO NEED FOR REFEREE DETAILS!

Winning CV sees **no value** in adding referee details to CVs. Candidates unnecessarily divulge personal information of referees. Recruiters will ask for references as part of the recruitment process following job interview(s) and receiving a **formal job offer**. Referees are not required on a CV.

We hope you can appreciate the work and level of detail we place on producing a Winning CV. It is important to get it right and there are lots of different considerations to be made. Please consider us if you need help writing a CV.

CANDIDATE PROFILE / DESCRIPTION

- Ambitious professional looking for career / salary progression.
- CV strongly focusing on managerial responsibilities & evidence of progression.
- Covering letter reinforcing evidence of career progression, skills, qualities & suitability.

KEY SELLING POINTS

- Core managerial experience, evidence of progression & wider potential, etc.



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