

USING A CV TEMPLATE

There are loads of CV templates on the internet, and when the time is ready for you to do your own most people see it as an experience they don't want to approach.

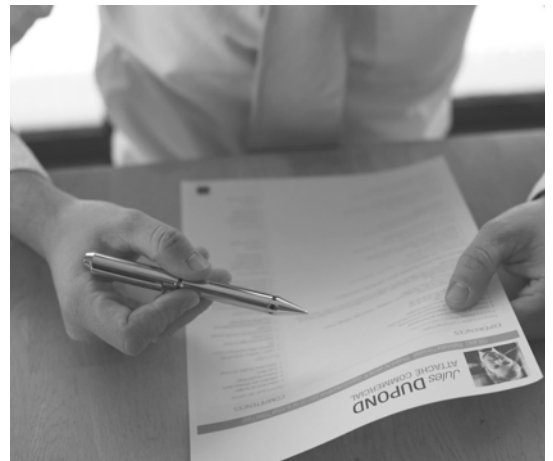
However, it's possible, well, very likely that most employers can see a CV template a mile off, so you need to make it your own to stand out from the crowd.



WRITERS BLOCK?

If you do use a template, it may send the wrong message out to the person who is vetting you for an interview. Using a word document from the web with various sections plotted out for you can lead to thoughts of 'well they didn't take much time on this' and so begins their initial impressions of you and it could lead to an initial rejection when you believe you have just the right qualities for the job.

Put yourself in the position of the employer. It is easy to reject applicants for poor spelling and grammar, and if you do use a template, this can fall into this category. Cutting corners is not what we should see, your CV should be memorable, but for all the right reasons.



STAND OUT FROM THE CROWD



Your CV is the first thing that will be received from yourself and helps to show exactly who you are, on paper. Use your head to portray yourself and explain what personal attributes you can offer including perhaps organisational, analytical and other qualities that are needed on a day to day basis.

The building industry most positions are being chased by many clients, and so it is so important to stand out from the crowd to sit down and do some hard work to create a document showing your individuality.

While it isn't the right way to follow a CV template it is always helpful to look at several to give you a starting point and to discover the crucial aspects employers will always require. This way you will be able to put together a CV which offers all the information but in your voice.

If you do require advice on how to include all the information, contact your Courtney Smith Consultant for further help. We have a wealth of experience in helping you create a CV which does stand out and would be able to give you further support if required.

If you do need further advice as to how to resign from your position – please contact your consultant here at The Courtney Smith Group.

