**CLIENT CV TEMPLATE NOTES**

**Make sure the font throughout is Palatino Linotype**

**Name**

**Job Title**

The photo should be 4.7cm:

if the photo was originally landscape rather than portrait, you will need to change the size in the bottom box – you should be able to tell as the photo will look too large

**Nationality:**

**Languages:**

**Date of Birth:**

**Marital Status:**

**Non Smoker**

**Full UK Driving Licence**

**When updating CVs, check all the above details are included, and if not please add**

**If Age or Dependants are included in this section, please remove**

**Common CV Mistakes**

Make sure Job Titles start with a Capital and are not lowercase

|  |  |
| --- | --- |
| **Incorrect** | **Correct** |
| Principle (when talking about boss) | Principal |
| Ladies Maid | Lady’s Maid |
| Discrete | Discreet |
| Upmost | Utmost |

**Profile**

Job Titles should always start with a capital letter.

**Experience**

* Dates should always be just the first 3 letters of the month
* Always make sure the experience is in bullet-points
* Take out things such as “I am responsible for”; “I manage”; “in this role, I” – keep it compact, ie “Responsible for”; “Manage”; “I …”
* Be careful of spacing – don’t leave one line/bullet-point either on the bottom of one page or the top of another – try and keep as much of one job together as possible – if you are not sure, ask Clare
* Don’t leave the text too near the footer and header on each page
* If updating a CV and it has not been formatted as above, please update it accordingly

**Education**

* Try and keep Education in the same format as Experience – ie dates should always be just the first 3 letters of the month – if not possible, bullet-point

**Key Skills**

* Add as bullet-points

**Interests**

* Add as bullet-points

When saving the Client CV – use the following format:

* FirstName (Candidate BH No) Client CV

When updating a Client CV:

* Make sure the title of the document follows the above format – and if it has Word or PDF in the actual title of the document, please remove it
* Check the address and telephone number in the footer is current