

Limitations of this type of CV

This type of CV may not be well received by some organisations, as it will look different from the more conventional. Some employers may be suspicious that gaps in employment is being concealed or that information on the job experience is limited.

Combination CV

You might want to consider writing a CV that combines the style of the chronological and functional CV that shows key skills and functional expertise as well as career chronology.

Curriculum Vitae - CV
Part 1

What is a CV?

A CV is written presentation of what you have to offer. Consider your CV as a sales brochure that will sell all the positive benefits of you as the product.

A CV is often the first contact you will have with a potential employer. Its purpose is to generate a meeting, to achieve this your CV must be:

- ☞ Easy to read
- ☞ Eye catching
- ☞ Well laid out
- ☞ Original and interesting
- ☞ Matching the market
- ☞ Relevant
- ☞ Strong
- ☞ Factual and believable
- ☞ Concise

Everything that you put in your CV could be discussed at an interview so you must be able to discuss and expand on what you have put in your CV.

Different Types of CV

Chronological

A chronological CV details your career history, normally in reverse chronological order; the most recent work experience and assignments are listed first. You should include job titles and posts with key responsibilities and achievements listed underneath. You would typically emphasise posts that you have held within the last ten years rather than going back too far and in too much detail. This form of CV will also contain a record of your education.

Strengths of this type of CV

This type of CV, usually two sides long, will show your career progression, highlighting increased levels of responsibility or specialism. It's easy to read and has been the standard format for CV's for many years.

Limitations of this type of CV

Skills and achievements can be buried in lots of text and it may be difficult for the person reading your CV to draw out the key and important points. Gaps in employment can stand out in this type of CV and is likely to be questioned very thoroughly should you be invited to an interview.

Functional CV

Functional CV's describe your skills and achievements using specific headings or categories. This type of CV emphasises your skills and does not rely on lots of jobs to demonstrate ability and potential. Functional or skills areas might for example include areas such as people management, financial management or customer focus.

Strengths of this type of CV

This type of CV will allow you to roll experience gained in several jobs undergone heading e.g. people management and is very useful if several jobs have been held over a short period of time. This form of CV will highlight your skills and achievements and will indicate to the reader the potential of the candidate and how past performance will be of huge benefit to the organisation.