

Preparing your cv

If you are using a recruitment company it is the content and not the presentation of the CV that is important. Most recruitment companies have their own format for CVs, ensuring consistency for the recipient and making it easier for them to compare skills and qualifications.

Preparing your cv

For additional information or to discuss CV preparation techniques please contact one of our consultants:

telephone: 0845 241 5644

email: recruit@saccomann.com

website: www.saccomann.com

If you are using a recruitment company it is the content and not the presentation of the CV that is important. Most recruitment companies have their own format for CVs, ensuring consistency for the recipient and making it easier for them to compare skills and qualifications.

Length:

It's not necessary to keep your CV to two pages. If the information is relevant it should be there, but keep it concise and easy to read. Avoid long paragraphs of narrative.

Content:

1) Personal detail

Name, Contact details. (Date of Birth, Nationality, Marital Status, Driving Licence etc are all optional)

2) Education

Chronology of your education – with names of institutions (dates optional). Qualifications/grades obtained (Do NOT include modules, electives, dissertations etc unless they are

directly relevant to an application for an unusual or niche area of work)

3) Employment history

Employment history should always be presented with your most recent employment first.

Employer, Location, Dates, Position held

Beyond this, it is easiest to structure your information in the following way:

Brief description of the firm (if it is not well known), this gives context to your experience. Eg. number of Partners, areas of work, any specialisms. Include a brief description of your department (size/structure), nature of clients etc. Next focus on your specific role, describing the nature and variety of your caseload, giving examples of noteworthy matters. Do you run your own caseload? Do you support or manage others? List any additional responsibilities eg. marketing, training, articles, seminars etc.

If you are a trainee list the seats that you have experience within, including a brief description of the department (size/structure), nature of clients etc. For each seat detail the work that you

have been involved in – clearly demonstrating where you have worked as part of a team or where you have had some of your own files. Also detail additional responsibilities – getting involved in client entertainment, training, presentations etc.

4) Non Legal Employment

Simply listing previous roles will suffice, only going into more detail where really relevant. There is no need to write a paragraph about each work experience. Whilst this might have been useful in securing your training contract or first legal role, this experience has been more than surpassed by your more recent experience.

5) Interests and Additional Information

IT skills, language skills, hobbies, interests and activities (KEEP THIS BRIEF). However, you can expand on interests commonly used, such as Travel and Reading. A short piece of narrative here can say a lot about you as a person.

6) References

These are optional and are typically not taken until an offer has been accepted.