

# CCA RECRUITMENT GROUP

## CV Advice

### Set the scene

To ensure that it truly represents you and sells you strongly, it's important that you allocate an appropriate amount of time and create it when you are feeling inspired!

Weekends are often a good time to create a strong CV rather than after a long, draining day in the office.

Finding a quiet room, like a study or somewhere with a table where you are free from distractions will aid in focusing you to the task ahead.



### Include contact details

It's surprising how many people don't include their phone number! It is our priority to speak to our candidates over the phone and establish a rapport. We also suggest including your LinkedIn profile



### List Achievements

At CCA we recommend quantifiable achievements that tell a story of improvement for example "led initiative that delivered sales conversion from 5 – 10%"

### Attached a Personality Profile

So the person reading your CV can gain a deeper insight into your individual qualities and characteristics that set you apart from others.



### Format your CV

Employers/ HR professionals and hirers deal with a large amount of CV's. The most effective way of highlighting your skills is by having a well formatted CV. At CCA Recruitment Group we recommend the following format:

- Contact Details
- Achievements
- Personality Profile
- Job History
- Education / Qualifications
- References



**Tailor your CV for each job** - for the particular role you are applying for- this can be time consuming but demonstrates your commitment to your application and will make all the difference.

